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CONGRATULATIONS!

A new, little Wildcat! There is a lot to plan, prepare for and do when welcoming a child into your family. We’ve created this guide to help make it even easier for you to navigate the many programs, resources and offices available through UK in support of you and your growing family.

This guide provides information on things to do to prepare for your time away from work, help with finding child care and information on the child care centers near UK, the programs in place to support you and your family, understanding Family Medical Leave (FML), and answers to the most frequently asked questions.

This isn’t meant to be an exhaustive resource though! We’ve listed contact information (pg. 10) for offices that can help you before, during and after your leave; please don’t hesitate to reach out or meet with us in person, too. We wish you and your family all the best and are here to support you.
PREPARE FOR LEAVE: CHECKLIST & TO DOs

Determine the length and timing of your leave:
Staff: Check your accrued TDL (sick time) and vacation leave in myUK to determine how much of your leave can be paid. Immediately following the birth of your child, a female employee may use up to 30 days (6 weeks) of her accrued TDL for recovery. After this recovery period, she can use vacation time and take unpaid leave for the remainder of the Family Medical Leave (FML), up to 12 weeks total.

Faculty: Please refer to G.R. 10 on Temporary Disability Leave for Faculty and your college’s specific guidelines on TDL, if any. In general, faculty are approved for 30 days or more of TDL with pay for the birth or adoption of a child.

Find child care:
We’ve put this near the top of the list because many child care centers in Lexington (including UK’s on-site centers) are on a waitlist. And, these waitlists can be anywhere from two months to two years. See more information on page 4.

Talk with your department chair or supervisor:
Have a discussion at least 30 days in advance of your leave date to confirm your FML start date and fill out necessary FML paperwork. More information on FML is on page 6.

Make sure you understand your benefits coverage during your leave:
While you are on approved FML, the University will continue to pay for your basic life insurance, long-term disability insurance, and for your own health insurance (not for the family plan portion though). Please call the Benefits Office to ensure your coverage continues -- especially if there’s any possibility you will be in a no-pay status during all or some part of your FML. Phone: (859) 257-9519 (press 3 for Benefits)

Have a conversation with your supervisor about expectations:
1. During your leave, who should co-workers and/or clients contact with questions?

2. How will you transition back to work after FML? Full time? Reduced hours with increasing hours each week until full time?
FINDING CHILD CARE

Finding care for your child is an important decision, and one you will need to consider well in advance of your child’s arrival. We’ve provided the below guidelines to help you make an informed decision. Overall, a great child care provider or center has: advanced training, consistent caregivers, a setting that keeps your child safe and healthy, and an environment that enhances your child’s physical, mental, emotional, and social growth.

The Childcare Council of Kentucky recommends visiting at least three child care centers and doing the following:

**LOOK**

- Are the surroundings safe, clean and attractive?
- Are the caregivers talking and playing with the children?
- Are there a variety of toys and learning materials available?
- Count the number of children in a group. A small number of children per adult is very important for babies (3 or 4:1) and young children.

**LISTEN**

- What does the child care setting sound like? A place that is too quiet may mean not enough activity. A place too noisy may mean there is a lack of control.
- Are the caregivers’ voices relaxed and reassuring?

**ASK**

- It is very important that adults who care for your children have early childhood knowledge and experience.
- Ask about the background of all staff who will have contact with your child.
- Ask about the training the staff will receive.
- Ask about the state license or certification. Ask to see their statement of deficiencies.
This clinic is available to all moms who would like to breastfeed and are interested in having a breastfeeding assessment performed by Kentucky Children’s Hospital providers. During your visit, the baby will be weighed and examined, and a physician and lactation consultant will work with the new mom to develop a plan to meet her breastfeeding needs. Locations and dates are here.

**FREE OR LOW-COST BREAST PUMPS**
The preventive care provision of the Affordable Care Act (ACA) states that health plans must cover one breast pump per pregnancy with no cost sharing for female members (i.e. there is no cost to UK employees covered by a UK health plan). Learn more here.

**MOTHER’S ROOMS**
There are several designated mothers’ rooms (lactation spaces) on and off campus. Other temporary spaces may be available or offered to accommodate an employee’s needs. Find them here.

**FUTURE MOMS**
This program is offered by Anthem through the UK health plan. This voluntary program is offered at no cost to you and provides you with a health coach, access to a registered nurse line, educational materials and postpartum support. For additional information on the 'Future Moms' program, contact the HR Benefits office: (859) 257-9519 (press 3 for Benefits).

**MOMMY & ME BREASTFEEDING CLINIC**
This clinic is available to all moms who would like to breastfeed and are interested in having a breastfeeding assessment performed by Kentucky Children's Hospital providers. During your visit, the baby will be weighed and examined, and a physician and lactation consultant will work with the new mom to develop a plan to meet her breastfeeding needs. Locations and dates are here.

**NURSING YOUR INFANT CLASS**
This class focuses on the advantages of breastfeeding, proper positioning and latch-on, guidelines for adequate breastfeeding, and how to prevent and resolve discomfort. Fathers or support persons are encouraged to attend. This class is taught by a certified lactation consultant. Location and dates are here.
The Family and Medical Leave Act (FMLA) is a federal law which allows an eligible employee to take unpaid, job-protected leave for up to 12 work weeks in a 12-month period for a qualifying event (such as the birth or placement of a child).

As an employee, you are eligible to take FML if you have been a University employee (regular, temporary, faculty or student) for 12 months (not necessarily consecutive months, but within the last 7 years) and have worked at least 1,250 hours during the previous 12-month period.

*Paid Leave*
Family Medical Leave is unpaid leave. However, staff members must use accrued temporary disability leave (sick leave) and/or vacation leave per HR policy 82.0 and 80.0. If there are not enough accrued hours to cover the length of the FML, part of the leave will be without pay. Faculty employees should refer to appropriate faculty regulations regarding sick leave pay.

Immediately following the birth of a child, female employees may use up to 30 working days (six weeks) of accrued TDL for recovery (40 working days for a c-section). Male employees may use up to a maximum of six weeks (30 working days) of accrued TDL at the time of the birth of a child. Adoptive parents may use up to a maximum of six weeks (30 working days) of accrued TDL. After this period, employees can use vacation time and take unpaid leave for the remainder of the FML, up to 12 weeks total.

*Employee Benefits*
During FML, UK will continue your health plan at the same level and conditions of coverage as if you had not taken leave. UK will also continue to cover the cost of the employer’s credit portion of your health insurance plan, your basic life insurance and enrollment in a long-term disability plan.

We highly recommend, though, that you meet with the Benefits Office to understand what benefit or other costs you will be responsible for during any period of paid or unpaid leave. Please see their contact information on the last page of this guide.

Please note that if you decide not to return to work after leave, the University’s obligation to provide any benefits stops at the time you give notice. Additionally, you may be obligated to repay UK any health insurance premium for which the University paid during your FML.

Apply for Family Medical Leave
1. Fill out Part I of the Request for Family and Medical Leave form.
2. Have your appropriate health care provider fill out Part II of the form.
3. Turn these forms into your FMLA Administrator (see the last page for contact info) 30 days prior to using FML, whenever possible. You must provide medical substantiation of an FML absence within 15 calendar days after notifying your supervisor of the need for FML.

Checkout the FML timeline of events on page 7!
More FAQs are on page 8!
FAMILY MEDICAL LEAVE
for the birth or placement of a child

60 days  Complete FML application
You will complete the first part of the application; your physician will complete the second part. Make sure you’ve signed the first page.

30 days  Turn in FML application
At least 30 days from the date you plan to take leave, provide your supervisor with the FML application and fax it to: (859) 257-1679. This will serve as your notice to take leave. The FML administrator will respond to you by mail within five business days to confirm or deny your leave.

Paid leave & benefits
Review your accrued vacation and TDL (sick) leave in myUK to understand how much of your leave can be paid. You can apply up to 30 days of sick leave and all of your vacation. Also, meet with the Benefits Office to discuss health insurance coverage during your leave.

Begin leave

Return to work
Check in with your supervisor approximately two weeks before you will return to work to confirm your return date and schedule. On your first day back, give your supervisor your ‘return to work’ certificate.

Additional To-Dos
- Update your health benefits. Within 30 days from the date of a qualifying event (e.g. birth of a child) submit a new enrollment form, along with the required documentation.
- Update your beneficiaries on your life insurance and retirement account (if needed).
- Enroll in Dependent Care Flexible Spending Account (during the Open Enrollment period each spring).
What is the definition of child under Family and Medical Leave?

It is your biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward or a son or daughter of a person standing in loco parentis who is either under 18 years of age or who is 18 or over but is incapable of self care due to a mental or physical disability as defined under the Americans with Disabilities Act.

What is intermittent leave?

Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying event. An FML application must be submitted every six months for intermittent leave.

What is reduced schedule leave?

A reduced leave schedule is a leave schedule that reduces an employee’s usual number of working hours per work week, or hours per workday.

May an employee take intermittent or reduced schedule leave for prenatal care?

Yes, because prenatal care is determined to be a serious health condition under the FML definition. In fact, all prenatal physician visits taken during working hours must be reported as FML.

May an employee take intermittent or reduced schedule leave for postnatal care?

Yes. Leave taken for childbirth or placement may be taken intermittently or on a reduced schedule, with the approval of the department head. Leave taken for childbirth on an intermittent or reduced schedule shall be taken after the presumed six-week recovery period. In addition, leave for childbirth, foster care or adoption must be taken within 12 months of the date of the birth or placement of the child.

May a father of a newborn child take Family Medical Leave too?

Yes. The father may take FML for the birth of a child and to care for that child or for the placement of a child for adoption or foster care.

If I am on Family and Medical Leave on a holiday, will I be paid for that holiday?

If you are in a pay status on both the day before and the day after the holiday, you will be paid FML/holiday pay. If not, you will not be paid for the holiday.

If both husband and wife are UK employees, are they each eligible for 12 weeks of FML per 12 month period?

Sometimes, but not always. When it is for their own serious health condition or for the serious health condition of their spouse or child, they may each take 12 weeks of FML. However, in cases where a husband and wife are employees and employed in the same department, they may be required to share, at the discretion of the department, the 12-week FMLA entitlement for purposes of childbirth and/or adoption/foster care.

In what way does Family and Medical Leave protect me?

Family and Medical Leave protects your job. In most cases, your same job will be held for you up to a maximum of 12 weeks in 12 months. If not the identical job, an equivalent job with the same pay, benefits, and other terms and conditions of employment will be provided. In addition, FML absences cannot be held against you for corrective action purposes regarding absenteeism. Also, while you are on approved FML, the University will continue to pay for your basic life insurance, long-term disability insurance, and for your own health insurance (not for the family plan portion though) even if you are in a no-pay status.
As a supervisor, you play an important role in working with an employee before and after their leave for the birth or adoption of a child. Specifically, in appropriately communicating information, understanding transition plans and creating a supportive environment.

Tips for Supporting Leave
- Be open to supporting work schedule flexibility for the employee both before and after leave. Understand that there may be some disruptions in their schedule.
- Recommend that the employee have a conversation with an FML administrator and the HR Benefits Office (see contact information on page 10)
- Contact the employee while they are on leave only to provide congratulations, as appropriate, and confirm support for helping the employee transition back to work.
- Schedule a meeting with the employee on their expected first day back from leave.
- Ensure that you or your department’s business officer have correctly coded the leave, including the start and end dates in SAP.

Discussion Points
- Confirm expected duration of leave and use of accrued leave.
- Confirm how and when your employee would like to receive information and/or email during the leave period.
- Discuss mail, email and cellphone with regards to out of office messages.
- Discuss options on how to return to work. Although it’s likely too early to confirm a plan, it will be helpful for your employee to know what options are available to them.
- Confirm that colleagues have been notified, as necessary, of the employee’s expected leave and know who to contact.
- Understand what work can be covered by the employee’s co-workers. If the employee’s workload cannot be covered by the employee’s co-workers, you may consider hiring a temporary employee. (Important note: When your employee is approved to return to work, the employee must be returned to the same or an equivalent position held when their leave began.)
FAMILY MEDICAL LEAVE
Christopher Dudley
HR Manager -- Leave Administration
(859) 257-8804
christopheradudley@uky.edu

Whitney Cunningham
FML Administrator for UK HealthCare
(859) 323-0256
fax: (859) 257-2010
whitney.cunningham@uky.edu

Lindsey Powell
FML Administrator for Campus
(859) 323-4259
fax: (859) 257-1679
lindseyhpowell@uky.edu

OFFICE OF WORK-LIFE
For general questions about mother's rooms and flexible work requests: worklife@uky.edu

Ann Bassoni, LCSW
Work+Life Connections Therapist
(859) 257-9433
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Rhonda Henry, MSW, CSW
Work+Life Connections Therapist
(859) 323-0665
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HR BENEFITS OFFICE
(859) 257-9519 option 3
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