

Frequently Asked Questions

Effective date December 1, 2022

1. What is Paid Parental Leave?

- Paid Parental Leave is a benefit that will provide up to 8 weeks of Paid Parental Leave to eligible employees following the birth of an employee's child or placement of a child with an employee in connection with adoption or foster care and is inclusive of pregnancy related medical conditions.

2. Who can take Paid Parental Leave?

- An employee that is a full-time or part-time, regular benefit-based employee. Temporary and occasional employees, student employees, postdoctoral scholars and interns are not eligible for this benefit.

3. What if both parents are Caltech or JPL employees, are they both entitled to use Paid Parental Leave?

- Yes, both parents are eligible for up to a maximum of 8 weeks of Paid Parental Leave within a 12 month period.

4. When can employees start using Paid Parental Leave?

- Employees are able to use Paid Parental Leave as of December 01, 2022 upon the birth of an employee's child or placement of a child with an employee in connection with adoption or foster care as early as of November 01, 2022.

5. What documentation do employees need to submit to use this type of leave?

- Employees who request Paid Parental Leave are required to provide supporting documentation, such as:
 - Proof of birth, adoption, or foster care placement
 - Medical certification

6. When and how should an employee submit the request to use Paid Parental Leave?

- Employee should contact the Disability & Leave Administration Unit to request a leave at least 30 days prior to the proposed date of the leave.

7. Can an employee use Paid Parental Leave intermittently?

- Employees must take Paid Parental Leave in full week increments (JPL: may require two-week increments).

8. Can Paid Parental Leave be used retroactively?

- The general rule is that retroactive use of Paid Parental Leave is not allowed.

9. Is there a limit on the number of times that an employee can use this type of leave if the employee has multiple occurrences of giving birth, adopting, or fostering a child?

- There is currently no limit on the number of times an employee may qualify for Paid Parental Leave over multiple years. However, the employee is not eligible for more than 8 weeks of Paid Parental Leave within a 12-month period following a birth, adoption or foster placement.

10. Does the 8 weeks of Paid Parental Leave start immediately following birth/adoption/foster placement or can you choose when it starts?

- Employees must submit requests for Paid Parental Leave not less than 30 days in advance of their anticipated leave start date. Once the birth or placement occurs, employees can request to use Paid Parental Leave starting at any time after the birth or placement of the child within 1 year after the birth or placement, as long as all requirements are met.

11. Is a new employee who has been employed at Caltech for less than 12 months eligible for Paid Parental Leave?

- No, an employee must be employed for 12 months and have worked 1,250 hours to be eligible.

12. Are employees on part-time work schedules eligible for the full 8 weeks of Paid Parental Leave?

- Employees on part-time work schedules are eligible for a prorated amount of Paid Parental Leave, which equates to 8 work weeks based on their weekly scheduled hours as long as eligibility requirements are met.

13. If employee had a baby prior to this policy, are they still eligible for Paid Parental Leave?

- Only those employees whose birth, adoption or placement of a child occurred

on or after November 01, 2022, are eligible for the benefit, with an effective date of December 01, 2022.

14. When can an employee take Paid Parental Leave?

- It is the employee's decision when to utilize Paid Parental Leave during Pregnancy Disability Leave or Bonding Leave.

15. If an employee had a baby via surrogate, are they eligible for this benefit?

- Yes, they would be able to utilize the Paid Parental Leave Benefit under a bonding leave.

16. If an employee was planning to take intermittent baby bonding time, but the policy says that Paid Parental Leave must be taken in full week increments; would they be able to break this up into hours?

- In order to receive the Paid Parental Leave benefit, the intermittent leave would need to be taken in full week increments.

17. If my state has a paid leave benefit will I still be eligible for Paid Parental Leave?

- Yes, in general Paid Parental Leave will be integrated with the state benefit. Please contact the Disability & Leave Administration Unit for specific details when taking a leave.

18. If an employee uses 7 weeks of Paid Parental Leave prior to the child's 1st birthday can the employee use the other week after the birthday?

- No, the remaining 1 week would be forfeited.