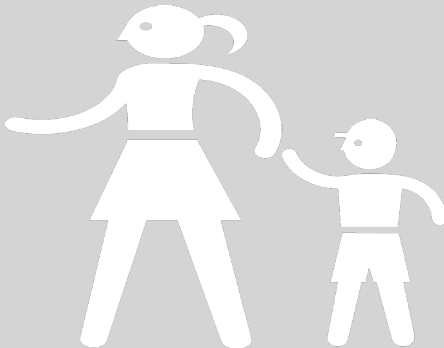
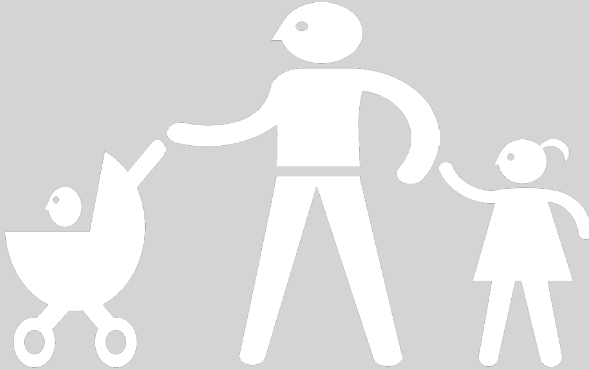


# New and Expecting Parent Resource Guide for Faculty and Staff



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*Oregon State University is committed to supporting new and expecting parents. We hope to provide information and resources that are helpful to you during this exciting time. Included is an overview of the benefits and resources that may be available to you as an employee of OSU.*

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## **Protected Leave Laws for Pregnancy Disability and Parental Leave**

**Family Medical Leave Act (FMLA):** provides up to a total of 12 workweeks of leave to cover the employee's serious health condition and/or bonding with the newborn.

**Oregon Family Leave Act (OFLA):** provides additional leave for female employees who have taken any amount of leave for their own personal health condition when that leave is related to her pregnancy. OFLA allows for up to 12 workweeks of parental leave beyond the leave taken for the employee's own serious pregnancy related health condition.

**Pregnancy Disability:** Maternity Leave is actually a combination of medical leave for an employee's own personal health condition (pregnancy disability) and parental leave to bond with their newborn. A female employee would take leave for their own serious health condition for conditions related to the pregnancy. This can include absences for morning sickness, prenatal doctor appointments, delivery, and then recovery from the birth. Typically, 6 to 8 weeks after the birth is the recovery period from childbirth. Any time taken after that would be under child bonding leave. Because of this you will have more than one case for leave in EmpCenter.

**Parental Leave:** Up to 12 workweeks of protected leave available for eligible employees to bond with and care for a newborn. The leave must be completed within 12 months of the birth of the child. Intermittent or reduced schedule child bonding leave is subject to supervisor approval.

## **Protected Leave Laws for an Adoption or Newly Placed Foster Child**

FMLA and OFLA would provide up to 12 workweeks of leave available to be used for bonding with a newly placed child (within 12 months of placement) as well as time to effectuate the legal process required for placement of a foster child or the adoption of a child.

**Adoption Resources:** If you are interested in or considering adoption, you may want to visit the adoption resources webpage on the Childcare and Family Resources website:  
<http://childcare.oregonstate.edu/adoption-resources>

**Tenure Clock Extensions:** A one-year extension will be granted for leave taken under the Family Medical Leave Act that extends for three months or more. Approval may be granted by the Senior Vice Provost for Academic Affairs for those who take leave for less than three months.

## Pay while on Protected Leave

Normal OSU policy requires employees to use any sick leave available when they are out on protected leave. When sick leave exhausts **Unclassified** employees can choose to use vacation leave or retain it. **Classified** employees are required to use vacation leave with the option to retain up to 40 hours, followed by the use of personal leave. Both classified and unclassified employees can choose to use comp time or keep it. An exception to these rules applies when a short-term disability claim is approved. See explanation of options on page 6.

## Short-Term Disability

- This program provides a benefit of 60% of your gross weekly salary when you are out on approved disability. Premiums are paid on a post-tax basis so that the plan's benefit is non-taxable.
- The premium rate is 0.0064 times your gross monthly salary, this comes out as a monthly automatic payroll deduction.
- Employees are eligible to enroll in short-term disability coverage as a new hire, during open enrollment (typically October), and if they have experienced a qualifying life event.



- Standard's disability period begins on the cease work date recommended by the member's physician (not earlier than two weeks before the expected date of delivery) and ceases six weeks after a normal vaginal delivery or eight weeks after a caesarian section delivery. If the physician indicates that the member's disability will exceed those guidelines they will request detailed information to support the prolonged disability. For those who have had the policy for less than a year when filing the claim, benefits may be reduced to four weeks.
- Employees on nine-month appointments are only eligible to receive payments from Standard during the academic year.
- The first five working days of the disability period is your waiting period; Standard does not pay benefits during this time, you will follow normal OSU policy.
- While being paid by Standard employees are not required to follow OSU's normal leave usage policy. This exception exists because Standard would only pay \$25 a week if you were using sick leave during the same time period they were paying you. Due to this we allow the following choices for pay from the University while receiving disability payments:

- Going into leave without pay from the University
- Pro-rating the other 40% of the day with vacation leave from the University
- Using full days of vacation leave (if available)

## Health Insurance Benefits

**Breast Pumps:** Benefits for most plans should include coverage in full for breast pump equipment and supplies when rented or purchased through Participating Medical Equipment Providers. Please contact your specific health plan provider for more information.



**Maternity Care:** Each plan has their own costs related to prenatal and postnatal visits, and delivery. Please review your plan's member handbook or contact them directly for more information.

**Classes:** Some plans offer help with registration, information regarding, and discounts for classes to prepare for childbirth. These classes are usually held at participating hospitals. Please contact your specific health plan for information on classes, specific dates, and discounts.

**Adding the child to health insurance coverage:** Once your child is born or placed, you will need to complete a midyear change form to add the child to your PEBB insurance coverage. PEBB allows for 30 days from the date of birth or placement to add the child. You can access the midyear change on either the PEBB or OSU Human Resource website or by contacting the Employee Benefits Office. Return the completed form to the Employee Benefits team via email, USPS mail, fax, or by bringing it by the office.

**Please note**, if you are enrolled in a **medical home plan**, you will need to be sure to select a medical home for the child once they have been added to your plan. Contact your provider directly to do so.

**Midwives:** Most PEBB health plans have exclusions related to providers that are not considered to be “qualified providers”. If you plan to use a midwife, please contact your specific health plan to see if your midwife would be considered a qualifying provider.

**Home Births:** Most PEBB health plans have exclusions related to home births, particularly if the services are not provided by a qualified provider. Please contact your specific health plan for more information.

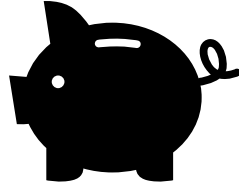


## Flexible Spending Accounts (FSA):

Allow you to use pre-tax dollars to reimburse yourself for qualified expenses.

You designate a monthly payroll deduction amount, which is deposited into your FSA account.

Throughout the year, as you spend out-of-pocket money for eligible expenses, you submit claims along with your receipts to the FSA Administrator. The FSA administrator will then reimburse you from the tax-free money you have set aside. FSAs are “use it or lose it” accounts; meaning you forfeit any funds that you do not use for allowable expenses by the deadline for the calendar year. FSA's are annual accounts and you must enroll every year during open enrollment to have an FSA(s) for the following year. Please contact the Employee Benefits team for additional information.



- **Dependent Care Account:** This allows you to set aside pre-tax money for IRS-qualified child care expenses. The annual max contribution is \$5,000.00.
- **Health Care Account:** This account allows you to set aside pre-tax money to use for reimbursement on IRS-qualified medical and dental expenses not covered in your plan (e.g., deductibles, copays). The annual max contribution is \$2,550.00.

- **Adding a Flexible Spending Account:**

Due to the birth or placement of your child, you are eligible to enroll or increase a Dependent Care or Health Care FSA. To enroll or increase a FSA, you will want to complete a FSA midyear change form within 30 days of the birth or adoption. You can access the FSA midyear change form on either the PEBB or OSU Human Resource website or by contacting the Employee Benefits team. Return the completed FSA Midyear Change form to Employee Benefits via email, USPS mail, fax, or bring it by the office.





## Childcare & Family Resources

<http://childcare.oregonstate.edu/>

**Beaver Beginnings Child Care Center:** A full-day NAEYC Accredited child care center for children of students, staff and faculty. There are 144 full-time spaces from 6 weeks of age through pre-kindergarten. They offer half-time and full-time slots and are open year round. For inquiries on availability call them at 541-737-4641 or visit [www.cclc.com/osu](http://www.cclc.com/osu)

**Azalea Child Care Center:** Anticipated to open January 2017. A full day NAEYC Accredited child care center for children of students, staff and faculty. There will be 48 full-time spaces serving children from 6 weeks of age through prekindergarten. They offer half-time and full-time slots and are open year round. For inquiries contact the office of Childcare and Family Resources.

**Child Care Resource and Referral:** Consult times to sit down with CFR staff and discuss community child care options, planning around returning to work/school, integrating work and parenting and access of CFR multi-media parenting resources.

**Care.com:** An online resource for finding childcare, babysitting, elder care, pet sitting, and housekeeping services; and provides a search for local and other care providers. Students, staff and faculty have free access to the Care.com website and services. You can set up an account through OSU's portal at [www.care.com/osu](http://www.care.com/osu) with your OSU email.

**Family Friendly Campus:** The MU Family Lounge (right of living room) is designated as family-friendly location where you can spend time with your children in a space with furniture and activities designed for children. Visit: <http://childcare.oregonstate.edu/familyfriendlyspaces> for more info on spaces.

**Child Care Subsidy Funds:** Depending on student or employee status, parents may apply to one of the child care subsidy funds available to assist with affording the costs of child care in our community. Additional info on these funds is available at: <http://childcare.oregonstate.edu/child-care-subsidies>

**Lactation Support:** Childcare and Family Resources offers lactation support and printed materials to assist as you return to work/school and continue nursing. <http://childcare.oregonstate.edu/breastfeeding>

## Lactation Rooms and Spaces

OSU has designated rooms exclusively for use by employees and students as lactation rooms. Lactation rooms are private and have comfortable seating for nursing or pumping. Some lactation rooms have locked storage spaces. For more information specific to each lactation room please go to <http://childcare.oregonstate.edu/breastfeeding>.

Please refer to the OSU “Expressing Milk in the Workplace” policy for additional information on the use of non-designated space. The office of Childcare and Family Resources can assist you in identifying a non-designated space.



**Parking for Nursing Mothers:** Childcare and Family Resources distributes parking passes to nursing mothers who have someone bringing their baby on campus to nurse. These permits are valid in any of the metered parking lots on campus and can be used for a maximum of 1 hour. To check out a parking permit contact Childcare and Family Resources.

## Preparing for Baby Checklist



This checklist provides an overview of the steps necessary to make the preparations for your leave, and return to work, as seamless as possible.

### During first trimester:

- Review the [FMLA Handbook](#) for information regarding your eligibility for FMLA & OFLA. You may also do this by contacting the FMLA desk at 541-737-5946 or emailing [fmla@oregonstate.edu](mailto:fmla@oregonstate.edu)
- Check to see if you are enrolled in the short-term disability plan administered by Standard for the pregnancy disability portion of your leave (if applicable). If you would like to enroll, during October to February you may be eligible to do so. Contact Employee Benefits for more information on enrolling. Certain events such as a marriage may also qualify you to enroll. More information on these qualifying events can be found on the benefits website: <http://hr.oregonstate.edu/benefits/insurance/how-enroll-how-make-changes-during-year>.

- Begin thinking about what you would like your leave to look like.
- Start looking into child care options, many centers in Corvallis and surrounding areas have waiting lists.

### **During second trimester:**

- If you feel comfortable doing so now, but no later than 30 days before your anticipated leave start date, use the information you have gathered to start putting together a proposed plan for how you would like to handle your leave and discuss it with your immediate supervisor. Ask for thoughts and input for what would best work for both of you if you plan on doing any sort of intermittent or reduced schedule leave which can only be granted with approval from your supervisor.
- Check out your spouse or partner's leave situation.
- Review your health insurance plan documents for maternity services and what services will be covered.
- Contact your health insurance provider for information regarding receiving your breast pump.

## **Approximately one month from estimated due date:**

- Contact the FMLA desk to schedule time to discuss the necessary steps required before going on leave including: going over accrued leave and how it can best be utilized to continue pay while on FMLA/OFLA or short-term disability (if enrolled), how to continue your health benefits if you do not receive a paycheck, and other items.
- Email the FMLA desk to let them know if you want to retain vacation time. **Classified** employees may retain up to 40 hours of vacation time Per SEIU Collective Bargaining Agreement, Article 47- Vacation Leave, Section 14. **Unclassified** employees may choose to retain all of their vacation time. If you choose to retain vacation time it will not be used with any FMLA/OFLA time and you may go into leave without pay without first exhausting your vacation leave.
- Let the FMLA desk know your plan for leave. For example, 12 weeks of continuous leave and then 2 weeks of reduced schedule leave.
- Submit your request for protected leave in EmpCenter 30 days in advance of your expected due date, delivery, or placement for adoption or foster care.
- Complete your timesheet with leave, (i.e. sick, vacation, leave without pay, etc.).



## **Once the child is born or placed:**

- ❑ Email FMLA to inform them of the last date you worked, the date the baby was born, and if you had a caesarian section (for additional OFLA pregnancy disability leave).
- ❑ Complete a midyear change form to add the child to your health insurance plan.
- ❑ Complete your timesheets with pay codes by the 15th of each month if you will be in a leave without pay status to avoid overpayment.
- ❑ Upon your return to work, please notify the FMLA desk of your first day back.



## Contact Information

### **FMLA/OFLA:**

Location: 204 Kerr  
Mailing: 122 Kerr  
Administration Building  
Corvallis, OR 97331  
Phone: 541-737-5946  
Fax: 541-737-0553  
Email:  
[fmla@oregonstate.edu](mailto:fmla@oregonstate.edu)

### **Employee Benefits:**

Location: 204 Kerr  
Mailing: 122 Kerr  
Administration Building  
Corvallis, OR 97331  
Phone: 541-737-2805  
Fax: 541-737-0553  
Email:  
[employee.benefits@oregonstate.edu](mailto:employee.benefits@oregonstate.edu)

### **Standard Insurance (Short-Term Disability):**

The Standard PO Box  
2800  
Portland, OR 97208  
Phone: 1-800-842-1707  
Fax: 1-800-378-6053

### **Childcare and Family Resources (CFR):**

1030 SW Madison Ave  
Avery Lodge 211 & 213  
Corvallis, OR 97333  
Phone: 541-737-4906  
Email:  
[familyresources@oregonstate.edu](mailto:familyresources@oregonstate.edu)

## **Health Insurance**

### **Plan Contacts:**

#### **AllCare PEBB:**

Administered by: Mid  
Rogue Health Plan, Inc.  
740 SE 7th Street  
Grants Pass, Oregon  
97526  
Phone: 1-888-460-0185  
[www.allcarepebb.com](http://www.allcarepebb.com)

#### **Kaiser Permanente HMO:**

500 NE Multnomah, Suite  
100  
Portland, OR 97232-  
2099  
Phone: 1-800-813-2000  
[my.kp.org/nw/pebb](http://my.kp.org/nw/pebb)

#### **Moda Health:**

P.O. Box 40384  
Portland, Oregon 97240  
1-877-605-3229  
[www.modahealth.com/  
pebb/](http://www.modahealth.com/pebb/)

#### **Providence Plans:**

Administered  
by: Providence Health  
Plan  
P.O. Box 4327  
Portland, Oregon 97208-  
4327  
1-800-878-4445  
[www.providence.org/health  
plans/pebb/statewide](http://www.providence.org/healthplans/pebb/statewide)



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