

# PAID PARENTAL LEAVE (PPL)

## Frequently Asked Questions



### Who is eligible for PPL?

Regular full time and part time faculty and staff are eligible to receive PPL after 6 months of service for recovery from childbirth and/or to bond with the newborn, newly-adopted, or newly-fostered child.



### How much PPL is provided?

UAH will provide up to 4 work weeks (160 hours maximum) to an eligible employee. PPL is prorated based on full-time equivalency (FTE) for regular, part-time status.



### Does the PPL policy extend the 12 weeks of FMLA?

No, PPL does *not* extend the allotted 12 weeks of FMLA leave. PPL provides 4 weeks of paid leave, which runs concurrently with FMLA if the employee is eligible.



### How does PPL apply to fathers or the other parent? Does the child have to be sick?

PPL is available to both parents for the birth, adoption, or foster-placement of a child, regardless of the child's health status. Fathers and other parents are eligible for the same 4 weeks as mothers.



### What is the process for requesting PPL?

To determine eligibility and receive PPL, employees must:

1. Submit a leave request through FMLASource, **AND**
2. Complete the *Employee Medical & Parental Leave: Information and Acknowledgement Form*



### If both parents work for UAH, do they both receive 4 weeks of PPL?

Yes, if both parents work for UAH, they are each eligible to receive 4 weeks of PPL individually.



### How much notice must I give before taking PPL?

Employees are encouraged to provide as much notice as possible. Ideally, request should be submitted at least 30 days in advance of the anticipated start date, unless circumstances prevent it.



### How long after birth, adoption, or placement can I access the 4 weeks of PPL?

PPL must be used within 6 months following the birth, adoption, or placement of a child. The 4 weeks of PPL is a one-time benefit on a rolling calendar basis per qualifying event and does not increase for multiple children born or adopted at the same time.



### Can less than 4 weeks of PPL be taken? What if the employee doesn't take the full 4 weeks of PPL?

Yes, employees may take less than 4 weeks of PPL if desired. Any unused PPL is forfeited after the 6 month period and cannot be banked, carried over, or paid out.



### Will the leave have to be taken in consecutive days, or can it be taken intermittently?

Paid Parental Leave may be taken on a continuous, intermittent (separate blocks of time at a minimum of four -hour increments), or reduced schedule (reduced number of work hours per day or per week) basis.



### Will I still be eligible for Short-Term Disability (STD), or do I have to use my PPL first?

Employees are still eligible for STD (if elected). The coordination of STD and PPL depends on the specific circumstances of the leave. Contact the Human Resources Benefits Team to discuss your specific leave needs.

**Employees can find more information about this policy on our webpage:  
Contact the Human Resources Benefits Team for questions or concerns.**



256-824-2259



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