



# University of Missouri System

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## Parental Leave Effective January 2024

Parental leave provides eligible employees their full base rate of pay for up to four weeks (160 hours based on 1.0 FTE) in a rolling 12-month period when welcoming a new child into their home. Because parental leave is one of the qualifying leave types available through the University, employees must first apply in order to use parental leave. Employees can also use other available types of leave if they need additional time off.

Full information on parental leave is described in HR Policy Manual [HR-423 Parental Leave Pay](#).

### Coverage

#### Who can use parental leave?

Parental leave is available for benefit-eligible administrative, service and support employees, as well as certain non-regular academic employees as approved by the chancellor and president.

#### What situations are considered as welcoming a new child?

Parental leave is intended for bonding with a new child. Employees may use parental leave in cases of childbirth (whether birthing or non-birthing parent), foster placement or adoption.

#### Can parental leave be used with other leave types?

Employees welcoming a new child into their home may qualify for more than one leave type. Birthing parents qualify for short-term disability for the medical recovery after childbirth followed by parental leave for bonding with the new child. Non-birthing parents qualify for parental leave for bonding with the new child. Parents fostering or adopting qualify for parental leave for bonding with the new child.



#### Birthing

- **FMLA:** Provides job protection
- **Short-term disability:** Childbirth is a qualifying medical event
- **Parental leave:** Available for bonding after short-term disability



#### Non-Birthing

- **FMLA:** Provides job protection
- **Parental leave:** Available for bonding



#### Foster/Adoption

- **FMLA:** Provides job protection
- **Parental leave:** Available for bonding

# Taking Parental Leave

## What is the application process?

To apply for parental leave, employees should reach out to MetLife to initiate their claim by phone at 1-888-865-7940 or through the online portal at [mybenefits.metlife.com](https://mybenefits.metlife.com).

MetLife is the vendor responsible for administering the University's qualifying leaves, including parental leave. After submitting an application, MetLife will work with the employee to gather necessary medical documentation forms and determine if the application meets the necessary qualifications for approval.

## What documentation is required?

As part of the application process, employees will work with MetLife to provide required documentation such as proof of relationship and medical certification.

## How is parental leave paid?

While on parental leave, employees receive 100% their base rate of pay. The Leave Administration Team will record employee time while employees are on parental leave. Employees will receive payment from the University, following the standard payroll schedule and usual deductions. In instances where a qualifying leave is approved after the payroll cutoff, the Leave Administration Team will work with the employee for necessary payroll adjustments.

## Can parental leave be used intermittently?

Parental leave is available for continuous time off and reduced work schedules, with a minimum of seven (7) calendar days at a time. Parental leave must be used within 12 months of the qualifying event.

## How does parental leave work with FMLA?

The Family Medical Leave Act (FMLA) provides job protection while caregiver leave provides income replacement. FMLA runs concurrently while taking parental leave.

FMLA is a federal law that provides employees the right to take a leave of absence for family or medical reasons, and leave for military families while maintaining job protection. Eligible employees receive up to 12 workweeks of job-protected leave. To be eligible, employees must be employed with the University for at least 12 months and work at least 1,250 hours in the preceding 12 months of the qualifying event.

## Is parental leave available for events occurring in 2023?

Yes. If the parent was employed at the time of the birth, adoption or foster placement, they may qualify for parental leave in 2024. The parental leave must be used no later than 12 months after the birth, adoption or foster placement.



### HR Service Center

(573) 882-2146 or (800) 488-5288  
[HRServiceCenter@umsystem.edu](mailto:HRServiceCenter@umsystem.edu)  
[umurl.us/HRSC](https://umurl.us/HRSC)



### Contact MetLife

[mybenefits.metlife.com](https://mybenefits.metlife.com)  
or  
1(888) 865-7940

For full information on leave program changes,  
visit [umurl.us/ModernizeLeave](https://umurl.us/ModernizeLeave)