

Frequently Asked Questions

Paid Parental Leave

Q: Who can a take Parental Leave?

A: Paid Parental Leave is available to any benefits eligible employee who has:

- given birth to a child(ren), or has become a Parent, and
- been employed with SWHR for a period of six (6) continuous months as of the birth or placement date and,
- not taken Parental leave within the prior 12 months.

Q. How many weeks will I be paid for Parental Leave?

A: Eligible employees can be granted up to six weeks of Paid Parental Leave which is based on the employee's standard hours. This paid time runs concurrently with FMLA.

Q. Is the six weeks of Paid Parental Leave in addition to the 12 weeks of FMLA/maternity leave I get?

A: No, Paid Parental leave time runs concurrently with all job protected leave.

Q. When do I request Parental Leave?

A: You must first apply for an applicable leave of absence, more information on how to apply for a leave can be found [here](#). Paid Parental leave runs concurrently with FMLA and/or any other leave types and as such employees who are on Parental Leave are not entitled to accrue Paid Time Off while on Paid Parental leave.

Q. Is documentation required to take Parental Leave?

A: Yes, supporting documentation of a birth or placement of a child through surrogacy, adoption or foster care or receipt of non-parent managing conservatorship must be submitted to IDM before Paid Parental Leave can be approved.

Q. If both parents work for SWHR, are we both eligible for the benefit?

A: Yes, both eligible parents can request Parental Leave.

Q. Does the Parental leave have to be taken during leave of absence?

A: Yes, an employee must be on an applicable leave and it must be within six (6) months of birth or placement of a child.

Q. How does Parental leave and Short-Term Disability work?

A: Paid Parental leave cannot be used while receiving STD. This time can be requested during your waiting period or following STD payments.