

# PLANNING YOUR PARENTAL LEAVE

There are a lot of things to consider when expanding your family and it's important to plan for your parental leave. From medical expenses, to finding childcare, to returning to your job, these are just a few things to consider.



## HAVING OR ADOPTING A CHILD

Am I eligible for FMLA?

Complete the *Family and Medical Leave Request Form (LCHR-49)*. [Find more information here.](#)

Is your spouse also employed at Larimer County?

See our combined leave FMLA policy, [Fact Sheet #28L](#)

Other Leave options available:

- Leave Without Pay
- Extended Sick Leave Without Pay
- Personal Leave
- Donated Sick Leave

## COUNTY BENEFITS

Disability insurance through VOYA

- At no cost to the employee
- Pregnancy and childbirth eligible for Short-Term Disability benefits
- 6 or 8 weeks Normal Duration of Recovery.

### WHAT YOU NEED TO KNOW:

When you become disabled, you must complete a waiting period before benefits are payable. The waiting period is the greater of 14 days OR the exhaustion of your accumulated sick leave.

To start a claim, visit [VOYAClaims Center](#), or call 1-866-228-8742.



## RESOURCES

Employee Assistance Program (ComPsych)

Available to all employees, even those not on the medical insurance plan.

- [Returning to Work after Maternity/Paternity Leave](#)
- [What is the Cost of Raising a Child?](#)

Medical Insurance (UMR)

Available to employees on the medical insurance plan.

- [Maternity Management Program](#) - Provided as part of your health plan at no additional cost.
- [Find an in-network Provider](#)

## PLANNING TO ADD A CHILD TO COUNTY BENEFIT PLANS?

Complete the [Benefit Status Changes Form](#) within 31 days from when child is born.

Flexible Spending Accounts (FSA)

- Health Care FSA (copayments, deductibles, eligible expenses)
- Dependent Care FSA
- FSA/HSA eligible Baby & Mom products! Including prenatal vitamins, breastfeeding supplies and accessories, baby sunscreen, and many more baby care essentials. [www.FSASTore.com](http://www.FSASTore.com)

## FINDING CHILD CARE

- Use the online [Child Care Search](#) tool, or contact ComPsych for free consultations and information on your child care needs. Call ComPsych at 1-800-272-7255.
- Call the Child Care Resource and Referral Program as soon as you know you will need child care. For a FREE referral to licensed child care providers, call Early Childhood Council of Larimer County at 1-877-338-2273.

## FAQs

How do I request FMLA?

An employee should request at least 30 days in advance when foreseeable of your first day of leave. Email [HR\\_FMLA@co.larimer.co.us](mailto:HR_FMLA@co.larimer.co.us) or submit Request for Family and Medical Leave form.

Do I get paid while on Family and Medical Leave?

FML is unpaid, job protected leave provided by a federal law included in the job-protection provisions is the right to return to the same or virtually identical position, with all of its terms and conditions, and the right to continued insurance benefits during the leave (as long as the employee continues to pay the employee's share of the premium). In order to be paid you must use available paid leave accruals.

Will my medical, dental and other benefits continue while I am on leave?

County group insurance coverage will be maintained during the leave. Your portion of benefit deductions will remain the same while you are on FMLA and the County will continue to pay their portion. You are however required to use enough paid accruals each pay period to cover current bi-weekly benefit deductions. If sufficient leave balances are not available, you will be billed for the amount owed.

Do I still accrue vacation, sick leave, or PTO while I'm out on leave?

Yes, both sick and vacation leave will continue to accrue at the same rate while in paid status or on FML as if they were working.

FAQs (CONTINUED) →

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## FAQs (CONTINUED)

Do holidays run concurrently during FML?

*Holidays only run concurrently with FML if an employee is using a block of FML time (on leave the full week of the holiday) or the employee is scheduled to work the holiday. If an employee uses some FML in a week when a holiday occurs, the holiday is not counted towards the FML leave entitlement.*

When does family/medical leave begin for a pregnant employee?

*Family/medical leave should be designated and begin when the employee begins leave for pregnancy-related reasons, e.g., pre-natal visits to a health care provider, severe morning sickness, complications of a difficult pregnancy, child birth.*

How long after the birth/adoption of a child can I take parental leave?

*Must be used within twelve (12) months following the birth, adoption or foster care placement of a child.*

Do I need a return to work note and is there a standard form required?

*There is not a standard form, your doctor's own work release form is sufficient. It must state the date you have been released to work and note restrictions if any.*

Can I take parental leave again for the birth or adoption of another child later?

*FMLA allows up to 12 weeks of job-protected leave in any 12 months. The FMLA only covers 12 weeks of time; any additional time off granted by an employer for medical reasons is not covered by the FMLA.*

What other benefits might I qualify for while I am out on paid parental leave?

*All active regular employees working 20+ hours per week are enrolled in Group Short Term Disability Income Insurance through VOYA. Pregnancy/childbirth is one common cause for a disability. To file a disability claim through VOYA, please call 1-866-228-8742. Please contact Human Resources @ (970) 498-5970 for additional information.*

## FMLA CONTACT

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