

Parental leave of absence checklist

This checklist will guide you through the leave of absence process. For questions contact the Leave and Accommodation Office at HR.LAM.Office@hennepin.us or 612-348-4082.

Before the birth, adoption or foster care placement

Discuss your leave of absence with your supervisor

- How you will prepare for your leave of absence and when it will start
- How you'd like your timesheet coded
- Your plan to return to work

Request a leave of absence at least 30 days in advance

- Request your leave at least 30 days before estimated due date or child placement date

Sheriff's employees

- Contact Kathy Smith at kathleen.smith@hennepin.us

All other employees

- [Complete the leave of absence request form](#)

Plan for your income during your leave of absence

- Check your paid leave balances in APEX
- Consider how you want to use your sick leave, vacation, PTO, comp time, holiday and banked special leave without pay
- Plan for how to use paid parental leave. Parent that gives birth (carrying parent) must use paid parental leave within the 12-week leave of absence. Birth parents (non-carrying), spouses, and adoptive parents must use it within one year of the birth or adoption
- Birth parents (carrying parent only) filing for short-term disability payments: before receiving payments, you'll have a waiting period of 7, 14, 30, or 45 days (whichever you chose when you signed up for short-term disability). You can cover the waiting period with other [paid leave](#) such as vacation, sick time, or PTO
- If you want to use special leave without pay, discuss it with your supervisor
- If you have exhausted your paid leave time, the [vacation-PTO donation program](#) can be used for the first 6 weeks after delivery or 8 weeks for a c-section with a doctor's note

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Consider the Healthy Mom and Baby program

- Pregnant employees who have county health insurance can take part. Learn more about PreferredOne's [Healthy Mom and Baby program \(PDF\)](#).

Consider canceling or suspending your MetroPass or parking contract

- Cancel or suspend [MetroPass](#)
- To cancel or suspend your parking contract, check with your parking provider

After the birth, adoption or foster care placement

Notify your supervisor

- Notify your supervisor of your child's birth or placement date

Add your child to your insurance (if applicable)

- Within 30 days of the birth, complete the [family status change form \(DOCX\)](#).

Short-term disability (carrying parents only)

Before you file for short-term disability

- Sick leave must be exhausted. Use all other paid leave balances down to 80 hours. The Floating Leave with Pay Day can be saved and will not count against your total paid leave balance
- Record your last day of paid time in APEX

Once you've recorded your last day of paid time in APEX

- File for short-term disability
- [Read and follow short-term disability claim instructions \(PDF\)](#)
- To file a claim, call The Standard insurance company at 1-833-878-8857
- Short-term disability covers the first 6 weeks or 8 weeks for a c-section, minus the waiting period
- Inform your supervisor so paid leave time is not coded while receiving disability benefits

Request paid parental leave

- Paid parental leave covers birth and adoption only. It does not cover foster care
- Birth parents (carrying parent only) receiving short-term disability payments: request paid parental leave once your short-term disability is approved. Paid parental leave hours will be deposited the pay period your disability payments end
- Once approved, paid parental leave hours show up in APEX in about one week. Paid parental leave hours show up as awarded time - ATU
- You'll receive an email letting you know once the hours are available. In the meantime, consider covering the gap with other paid leave

- If receiving vacation-PTO donations, reach out to LAM Office before submitting request to make sure paid parental leave hours do not impact donations
- [Paid parental leave request form \(you will be asked to provide proof of birth\)](#)

Coding your timesheet while on leave

- If you don't have network access, your supervisor will code your timesheet for you
- If you are filing a disability claim, inform your supervisor so paid leave time is not coded while receiving disability benefits

Lactation support and rooms

- If you are a new parent planning to express milk or breastfeed upon your return to work, [designated lactation rooms](#) are available at multiple Hennepin County buildings.
- Lactation Support: [Information for employees](#)

Additional programs to consider

Lactation pump discount

- Employees with county health insurance can get up to \$300 off an electric lactation pump
- For more information contact PreferredOne at 763-847-4477

Support for childcare

- New Horizon Academy offers accredited childcare and daycare services for children up to five years old. New Horizon offers a 10% discount to county employees. Proof of employment is required. Visit [New Horizons Academy](#)

Pre-tax childcare savings

- You can set aside pre-tax dollars for eligible childcare. [Learn more about dependent care assistance](#)