

Checklist for parental leave of absence

This checklist will guide you through the leave of absence process. For questions contact the HR leave and accommodation management 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 a due date or child placement date
- Use an estimated date if you're unsure what start date to use
- Follow your department policies and procedures

Sheriff's employees

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

All other employees

- [Complete the leave of absence request form \(use Internet Explorer\)](#). This will alert your supervisor of your leave request. You must be on the county network. If you can't access the network, contact your supervisor to complete the request for you.

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. The 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.
- The parent that gives birth (carrying parent) filing for short-term disability payments: before getting 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
- Request a [personalized leave scenario](#) and see how your paid and unpaid time work together

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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 \(DOCX\)](#).

Before you file for short-term disability (parent that gives birth only)

- Make sure your total paid leave balance is no higher than 80 hours
- Record your last day of paid time in APEX, including any regular hours or other paid leave. You must be on the county network. If you can't access the network, contact your supervisor to record your time for you.

Once you've recorded your last day of paid time in APEX (parent that gives birth only)

- File for short-term disability
- [Read and follow short-term disability claim instructions \(PDF\)](#)
- To file a claim, call The Standard insurance company at 1-800-378-2395

Request paid parental leave

- The parent that gives birth receiving short-term disability payments: you can only start receiving paid parental leave after your short-term disability payments end
- Paid parental leave covers birth and adoption only. It does not cover foster care.
- Once approved, paid parental leave hours show up in APEX in about one week. Paid parental leave hours show up as awarded time.
- You'll get an email letting you know when the hours are available. In the meantime, consider covering the gap with other paid leave.
- [Paid parental leave request form \(you will be asked to provide proof of birth\)](#)

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Code your timesheet while on leave

- If you don't have network access your supervisor will code your timesheet for you
- Consider sharing with your supervisor your personalized leave plan if you had one completed
- Be sure to emphasize the leave plan is just an estimation based off the estimated due date and paid leave balances and may need to be adjusted.

Additional programs to consider

Lactation pump discount

- Employees with county health insurance can get up to \$200 off an electric lactation pump
- For more information contact PreferredOne at 763-847-4477

Support for child care

- 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 child care savings

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

Lactation rooms in county buildings

When nursing parents return to work, they can use the county's [lactation rooms](#).