

# 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](mailto: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](mailto: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.
- 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

Hennepin County Leave and Accommodation Management (LAM) office

[HR.LAM.office@hennepin.us](mailto:HR.LAM.office@hennepin.us) | 612-348-4082

[hennepin.us](http://hennepin.us)



- [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](#)

