

1. What should I do to start leave due to Maternity/Parental Leave (known or suspected)?

If you miss or plan to miss three or more days of work due to a medical reason an/or in preparation for an upcoming maternity or parental leave related reason, you must submit a leave request in LeavePro 30 days prior to the start of leave.

2. What are the standard work hours for me to receive pay while out on maternity/parental leave?

Eligible teammates in a 20 or more standard hour position are eligible to receive 100% of their base pay paid by MetLife (for parents giving birth) or Atrium Health during an approved parental leave.

3. What medical documentation is needed for my leave to be approved?

For teammate parents giving birth:

- Teammates must provide both the Health Care Certification and the Verification of Facts for the leave to be approved.

For all other teammate parents:

- The Verification of facts

4. When does my FMLA leave starts?

Teammates leave will start the day after their last day worked in which the physician has taken you out of work.

5. When does my pay start?

Teammates who give birth to a child and are approved for parental leave will receive six weeks of paid leave and will receive their compensation directly from the Disability Carrier, MetLife. Benefit payments begin from date of birth. Teammates giving birth should contact MetLife to initiate a claim. They can be reached at 1-800-421-7014.

All other teammates approved for parental leave will receive four weeks of paid leave and will receive their compensation by Atrium Health. The parental navigator on the Leave Administration team will be responsible for entering pay for teammates in this case.

6. What is the maximum time of leave may I receive while out on maternity/parental leave?

For teammate parents giving birth:

- Teammates who give birth are eligible for six weeks of parental leave.
- If eligible, teammates can receive additional job protected leave under FMLA (up to 12 weeks).

For all other teammate parents:

- Teammate parents will receive four consecutive weeks of paid parental leave.
- If eligible, teammates can receive additional job protected leave under FMLA (up to 12 weeks).

7. Do I have to take my approved paid leave consecutively or can it be broken up?

Parental leave must be taken consecutively. Paid parental leave is continuous leave to support teammates as they care for and bond with their child. If a teammate does not take the weeks consecutively, pay will be forfeited.

8. Can I use my PTO following my maternity/parental leave?

Teammates have the option use PTO or go unpaid during any additional leave time used after parental leave has ended.

For teammate parents giving birth:

- Teammates may choose to use PTO or go unpaid after the first six weeks of parental leave.

For all other teammate parents:

- Teammate may choose to use PTO or go unpaid after the first four weeks of parental leave.

9. What are my responsibilities as a teammate before, during and after requesting a maternity/parental leave?

Teammates are responsible for the following:

- Submitting a leave request in LeavePro
- Ensure all the necessary medical documentation has been uploaded into LeavePro for leave approval
- Contact MetLife to initiate claim (parents giving birth only)
- Ensuring that all return-to-work forms has been submitted into LeavePro before returning to work.

10. Who should I contact if I have specific questions regarding my leave?

Teammates who need to speak with someone regarding a leave, workplace accommodation, or other related reason should create a ticket through the [HR Service Center Online](#) portal.