

# WSU PREGNANCY AND PARENTAL LEAVE CHECKLIST

- ☐ Speak with your supervisor, human resources representative or department representative as soon as you are aware that you may need time off related to adding a child to your family. Make a plan with your department about when you will use maternity (childbirth) and/or parental leave. Maternity leave occurs immediately following childbirth. Eligible employees may take parental leave within 12 months of the child's birth or placement for adoption, foster care or legal guardianship.
- ☐ Submit a Leave of Absence (LOA) in [Workday](#). See [Workday Knowledge base](#) reference guide [Employee Request a Leave of Absence](#).
- ☐ Have your health care provider complete the [Medical Leave Health Care Provider Statement](#). In the case of Bonding/Parental Leave, employees only need to provide reasonable documentation of a family relationship (such as birth announcement or certificate, placement documentation).
- ☐ Send the completed Health Care Provider Statement to Disability Services, not your department. If possible, please send an electronic version of the documents to Disability Services at [hqs.disabilityservices@wsu.edu](mailto:hqs.disabilityservices@wsu.edu) or via fax 509-241-9090. If electronic submission is not possible send via US mail to: HRS Disability Services, PO Box 641014, Pullman, WA, 99164-1014.
- ☐ Provide notification and documentation (such as birth announcement or certificate, placement documentation) of your child's date of birth or placement date for adoption, foster care or legal guardianship to Disability Services at [hqs.disabilityservices@wsu.edu](mailto:hqs.disabilityservices@wsu.edu) or via fax 509-241-9090.
- ☐ Record your Time Offs in Workday each pay period during your leave period. Time Offs must be entered for all time away from work to avoid overpayment. For more information, see [Steps to Enter a Time Off While on LOA](#).
- ☐ If you plan to add your child to your WSU health, dental or vision plan, you must do so **within 30 days** or wait until the annual Open Enrollment period (November). The initial three weeks of coverage for newborns is automatic and reported to health carriers by the hospital. Use [Workday](#) to enroll newly acquired dependents\* (e.g. newborn, adoption) as soon as possible. You must also submit [valid dependent verification documents](#) in order to add new dependents to your medical and/or dental plan.
- ☐ Keep in contact with your supervisor and Disability Services as needed during your leave to communicate any changes with your leave schedule (such as to request an extension) or to discuss your return to work.

For complete information on paid leave options related to birth, adoption, foster placement and legal guardianship of a child, please see the [Pregnancy and Parental Leave Resource Guide](#).