



**Pregnancy &
Parenting Program**

**Expecting and New Parent
Resource Guide for Employees**



Louisiana State University is committed to supporting current and expecting parents in our LSU community. This guide contains information and resources that may be helpful to you during this exciting time.

LEAVE USAGE

FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA is a federal law that provides **unpaid, job-protected** leave to eligible employees. Employees who have worked for a Louisiana State agency for **twelve (12) months** and who have worked at **1,250 hours** in the preceding year are considered eligible employees. FMLA leave allows employees to take up to **twelve (12) work weeks (480 hours)** of job-protected leave for qualifying events such as for the birth and care of a newborn child and for the placement of a child for adoption or foster care. While on FMLA, you will need to use your accrued sick and/or annual leave. If this leave is not available, unpaid time off should be used. FMLA will run concurrently with the accrued leave or unpaid leave.

LSU LEAVE

- When an employee gives birth to a child, the employee may use accrued sick and annual leave.
 - For **natural delivery**, employees are eligible to use **six (6) weeks of sick leave** and **six (6) weeks of annual leave**.
 - For **cesarean (C-section) delivery**, employees are eligible to use **eight (8) weeks of sick leave** and **four (4) weeks of annual leave**.
- When an employee does not give birth to a child but is caring for a child, the employee can only use accrued annual leave.
- If all appropriate leave is exhausted and the employee is still unable to return to work, the employee may be placed on a Leave of Absence Without Pay (LWOP).
- For continuous absences, the Office of Human Resource Management (HRM) will place you on continuous FMLA leave in Workday and submit your sick, annual, or Leave Without Pay (LWOP) time off requests.

BENEFITS

While an employee is on FMLA, LSU will continue to cover their portion of the insurance premiums while the employee will continue to cover their portion. See lsu.edu/pregnancy-parenting/faculty/leave.php for more detailed instructions.

- In order to add your newborn to your insurance, there are a couple of steps you will need to follow in Workday. First, you will need to create a dependent profile for your newborn. A copy of the birth letter is needed for this action. The “Add Dependents” job aid, which can be found here uiswcmweb.prod.lsu.edu/training/employee/manage_dependents.pdf, is available to assist with this process. *Please note: once submitted, the event will route to HRM’s Benefits team for approval.*
- Upon approval, you will receive a “Complete To Do: Change Benefits” task in your Workday inbox. This is a two-step process. You will first select the reason code, “Birth/Adoption,” and the event date as the date of birth of the child.
- Next, you should proceed to add your newborn to your benefits policy by selecting his/her name from the dependent drop-down box next to each coverage you intend to add for your child. The Change Benefits job aid is available at uiswcmweb.prod.lsu.edu/training/employee/change_benefits.pdf to assist with this process.

*Please note: this change must be completed **within 30 days of the date of birth or adoption**. If this step is not completed within the 30-day enrollment window, your child will **not** be added to your insurance coverage, and you may be unable to add your child to your benefits until the next Open Enrollment period.*

- If an adoption/birth occurs during the Annual Open Enrollment period, there is an additional step for adding your child to your benefits. The Annual Open Enrollment period is from October 1–November 15. Annual Open Enrollment allows you to change or add/drop insurance coverage and dependents with an effective date of January 1.
 - In order to ensure your child’s coverage continues into the next plan year, you must also complete the Annual Open Enrollment benefit task, which you will find in your Workday inbox. *Please note: if you have already submitted the Annual Open Enrollment task prior to the birth, the task will reopen once the Birth/Adoption (see above for instructions) task has been successfully completed in Workday.*

EXTENSION OF THE TENURE CLOCK

Tenure-Track Faculty Only

A tenure-track faculty member who has not been given notice of non-reappointment and for whom the year of the mandatory tenure review has not begun may request an extension of the tenure clock while on approved leave without pay or during a period of time when the faculty member’s obligations or situation (e.g. pregnancy, birth of a child, adoption of a child, caring for a child who has a serious health condition, etc.) can reasonably be anticipated to impede progress toward tenure (Policy Statement-36T, p. 35-36).

Extension of the tenure clock will need to be submitted concurrently with FMLA. For further assistance, please refer to PS-36T or contact HRM at 578-8200 or hr@lsu.edu.

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

Louisiana State University provides equal treatment and opportunity to all persons, without regard to disability, in the recruitment of, admission to, participation in, or employment in the programs, activities, and events operated and sponsored by the university pursuant to the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA), as amended and other related federal and state laws.

If you need to request an accommodation due to a condition, please contact the appropriate offices. If your request is for a **workplace accommodation**, please contact the HRM at 578-8200 or hr@lsu.edu to facilitate the request. If your request is for a **student accommodation**, please contact the Office of Disability Services at 578-5919 or disability@lsu.edu to facilitate the request.

BREASTFEEDING SUPPORT

- If enrolled in a health plan through LSU, breast pumps are covered at 100 percent per the Affordable Care Act (ACA). Breastfeeding support and counseling is also covered. You must obtain a prescription from your doctor for the breast pump.
 - If you are covered by LSU First, the in-network provider is Edgepark: <https://www.edgepark.com/>. On their website, click “Order Now” for a prompt to select your state and insurance. For insurance, you will select Verity Healthnet PPO. It will then populate for your product options.
 - If you are covered by a Blue Cross Blue Shield (BCBS) health plan through the Office of Group Benefits, BCBS has several maternity programs available to help pregnant plan participants deliver healthy babies. Please call the customer service department at the number on the back of the ID card to learn more about programs available to plan participants.

PARKING

If you are in need of a temporary medical parking permit, the Office of Parking & Transportation Services offers short-term, temporary medical parking for employees for less than six months. In order to obtain this permit, you must first complete the online temporary medical parking form on the Parking & Transportation Services website at lsu.edu/parking/forms/tempmedical.php.

Please note: if you need to upgrade your parking permit to the temporary medical parking permit and the new permit places you in a new parking zone, you will be charged the rate of the new parking zone.

Additionally, while you are on continuous leave to care for your child after birth, you may pause your parking payroll deduction. If you do not pause your payroll deduction, you will still be charged and required to pay the accrued parking costs upon your return from leave. Please contact the Office of Parking & Transportation at 578-5000 to pause your parking.

PREPARATION FOR EMPLOYEE LEAVE AND RETURN

PREPARING FOR LEAVE

- Notify your supervisor of leave when known, with as much of an advanced notice as possible (30 days is recommended).
- Complete the FMLA-1 form 30 days before the expected birth/adoption of a child. This form will need to be completed by the employee and a medical physician. Once completed and signed, the form should be submitted to HRM.
- The status of an employee's benefits may change with the birth or adoption of a child. Contact HRM's Benefits Team at 578-8200 for additional information or questions regarding your benefits prior to the birth or adoption.
- If an employee will be out for an extended amount of time, a leave of absence must be submitted along with the appropriate time off request through Workday. If the employee is unable to place themselves on a leave of absence, the employee's supervisor or department's timekeeper will be responsible for completing this process in Workday.

BIRTH OF A CHILD

Employees have 30 days after the birth and/or adoption to add the dependent to insurance. This is a two-step process. They first must add the child as a dependent. Then, once it has been routed and approved by HRM, employees must assign coverage to the dependent. See instructions on "Bullet 1" in the "Benefits" section.

UPON RETURN FROM LEAVE

At LSU, we recognize the benefits of breastfeeding for mother and baby, and we support a mother's decision to nurse her child. We are committed to providing mothers the accommodations and support needed should they choose to breastfeed upon returning to work. If break times are needed throughout the workday, please discuss those needs with your supervisor.

Clean and private lactation spaces are provided around campus at no cost. Breastfeeding resources can also be found in these lactation spaces. Visit lsu.edu/pregnancy-parenting/lactationspaces/lactationlocations.php for locations.

PREGNANCY & PARENTING PROGRAM

Congratulations on the birth of your new Tiny Tiger! LSU's Pregnancy & Parenting Program offers new parents a few items to welcome your little one.

- One "Tiny Tiger on Board" decal for your vehicle
- For nursing moms, a "Breastmilk Storage Instructions" magnet and a "Mom Inside" door hanger for those pumping in their office

Please email the wc@lsu.edu to claim your gifts.

Please visit our website at lsu.edu/pregnancy-parenting for additional information on monthly lunch and learns, local daycares and summer camps.

CHECKLIST

SIX MONTHS FROM DUE DATE

- Notify supervisor
- Review LSU leave policy
- Add child to daycare waitlist

THREE MONTHS FROM DUE DATE

- Request temporary medical parking permit from the Office of Parking & Transportation

TWO MONTHS FROM DUE DATE

- Fill out FMLA-1 form
- Fill out Extension of the Tenure Clock paperwork
- Contact insurance company for breast pump options/coverage
- Request breast pump prescription from physician
- Find nearby lactation spaces

ONE MONTH FROM DUE DATE

- "Pause" your LSU parking payroll deduction with the Office of Parking & Transportation
- Submit FMLA-1 paperwork to HR

WITHIN 30 DAYS OF BIRTH

- Add child as dependent on insurance through Workday