


A woman with her hair in a bun, wearing a light blue button-down shirt and orange pants, is sitting on a light-colored sofa. She is smiling and looking at a laptop computer. The room is bright and modern, with a large window in the background, a floor lamp with a white shade, and a vase of flowers on a side table.

# YourTimeAway

Paid Parental Benefit Session

Flexibility, wellness, and added benefits

Introducing our new Comprehensive Leave Program





## Paid Parental Benefit

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- The NEW paid parental benefit is for specific qualifying events related to time away for birth, adoption, foster placement, or surrogacy related to your family
- This benefit is available for both spouses
- It is available for eligible employees after 90 days of employment at UTSW
- Six weeks Paid Parental Benefit (PPB) at 50% of pay – runs concurrent with state parental and FMLA
- PPB is available after first using 40 hours of PTO or Prior Vacation Leave Bank
- Those who have Prior Sick Leave Bank accruals will use it prior to PPB, as Prior Sick Leave Bank is paid at 100% of pay
- PTO, Prior Vacation Leave Bank, and Short-term Disability Insurance can be used to “buy” up to 100% of pay
- Six weeks of PPB can be used in up to three separate scheduled times during the 12 months following a qualifying event





## How It Works

- Approved FMLA OR State Parental Leave (up to 12 weeks)
- ALL Prior Sick Leave Bank
- A total of 40 hours using the below (may use a combination):
  - Floating Holiday
  - PTO
  - Prior Vacation Leave Bankand / or
  - Unpaid time
- Paid Parental Benefit = 50% of pay for 6 weeks\*
  - (OPTIONAL) Combine with additional PTO, Prior Vacation Leave Bank, or Short-term Disability Insurance to “buy up” to 100% of pay

*\*may be used in up to three separate scheduled times during the 12 months following a qualifying event*

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## Important Considerations

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- If both parents are UTSW employees, they may both be eligible for FMLA or State Parental Leave.
- Short-term disability can only be used by employees with the qualifying event (i.e., a father who did not give birth, cannot be on short-term disability to “buy” up to 100% of pay while on PPB).
- Although PPB can be used intermittently (up to three separate scheduled times during the 12 months following a qualifying event):
  - Requests for intermittent FMLA Leave is subject to approval by the employee’s department.
  - Employees on State Parental Leave must use all 12-weeks starting from the date of the qualifying event.
- When on a paid leave, the employee will continue to accrue PTO (beginning Sept. 1) but will not be able to use the newly earned PTO until returning to work.

# Employee Scenario

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- Exempt
- Paid monthly
- Has 5 years of service

The employee plans to take 12 weeks of leave for the birth of a child Nov. 17, 2024, through Feb. 8, 2025. This leave period includes 60 workdays (480 hours).

The employee would like to use the new Paid Parental Benefit (PPB) and will not use short-term disability benefits.

To access PPB, the employee must first use all Prior Sick Leave Bank hours plus 40 hours total of Floating Holiday time, PTO, Prior Vacation Leave Bank, and/or unpaid time.

On Nov. 17, 2024, the employee has:

- **280 hours** Prior Sick Leave Bank
- **8 hours** Floating Holiday (*already used 16 hours for other time off*)
- **45 hours** PTO

To account for this leave, the employee will use (in order):

- **280 hours** Prior Sick Leave Bank
- **8 hours** Floating Holiday
- **32 hours** PTO
- **160 hours** Paid Parental Benefit at 50% pay

The employee will return to work on Feb. 10, 2025, and will have:

- **58 hours** of PTO  
*(PTO accrues while out on paid leave, available upon return)*



## Frequently Ask Questions

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### **How and when should I apply for the Paid Parental Benefit (PPB)?**

After Sept. 1, 2024, employees with a qualifying event (i.e., birth, foster placement, adoption, etc.) should speak to a member of the Leave Administration team. You will need to complete the Paid Parental Benefit request form and verify the number of hours in your qualifying paid leave time (Floating Holiday, PTO, Prior Vacation Leave Bank, and Prior Sick Leave Bank) to help determine the PPB start date.

### **How will my accruals (PTO, Prior Vacation Leave Bank, and Prior Sick Leave Bank) be used with approved FMLA or State Parental Leave and PPB?**

PPB runs concurrently with approved FMLA and State Parental Leave (these protect your position, but don't include compensation).

To qualify for PPB, all Prior Sick Leave Bank hours (up to 12 weeks) will be used. Then, 40 hours (1 week) of Floating Holiday time, Paid Time Off (PTO), and/or Prior Vacation Leave Bank, and/or unpaid time will be used. Finally, Paid Parental Benefit would become effective.



## Frequently Ask Questions

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### **Can I supplement PPB with either my accruals or Short-term Disability Insurance?**

Yes. PTO, Prior Vacation Leave Bank, and Short-term Disability Insurance can be used to “buy” up to 100% of pay.

### **What paperwork will be required for leave and PPB?**

The FMLA and State Parental Leave request forms will continue to be required. You may submit the PPB paperwork along with the Leave of Absence paperwork and supporting documentation.

### **Does PPB apply for both parents? How would it apply to each?**

Yes. Both parents must be on an approved FMLA or State Parental Leave in order to be eligible for PPB. Both parents would follow the standard process with their respective departments.

# We are here to help

# YourTimeAway

**1. Website:** Find all the details, FAQs, policies, personalized plan comparison calculator, upcoming Your Time Away learning sessions (if you want to listen again), and learn more.



**2. HR Services Center:** Get answers to your questions via email, phone, or set up a time to meet with a Your Time Away expert on our team.

**3. Employee Sessions:** We will be hosting additional in-person and virtual sessions on the Your Time Away program through late August to ensure you have all the information you need.

**[HR@utsouthwestern.edu](mailto:HR@utsouthwestern.edu)**

214-648-9810

Human Resources Services Center

Pickens Medical Education & Conference Center (NG)

6001 Forest Park Road, Suite NG3.111

Weekdays, 8 a.m.-5 p.m.





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Questions