

Paid Parental Leave (PPL)

Frequently Asked Questions

Effective 01/01/2021

How do I qualify for PPL?

You are an active employee scheduled to work 20 hours a week or more and have completed 1 year of service prior to the birth or adoption.

Who is eligible to take a PPL?

An eligible parent is defined as an employee who has become a parent through one of the following criteria:

- Birth of your child.
- Adoption of a child who is under the age of 18. Adoption leave benefits are not available in circumstances in which a child is not newly matched for adoption (e.g., when a stepparent is adopting a partner's child).

Note: Birth, or adoption of multiples (e.g., twins, triplets) does not increase the length of PPL granted for that event.

If both parents work at ARUP, both are eligible for PPL.

How do I apply for PPL?

You must notify your supervisor at least 30 days in advance and request a bonding leave (FMLA or personal leave) with Lincoln Absence Management by calling [1-888-244-7535](tel:1-888-244-7535). PPL and bonding leave will run concurrently. You will submit the PPL time off request in Kronos and the request will route through the approval process.

If the birth or adoption does not occur on the expected date, the HR Leave Administrator will adjust the timeframe for you in Kronos, if needed.

Will my job be protected?

Yes, your job will be protected.

How long can I take PPL?

ARUP provides up to 120 hours (full-time employees) or up to 87 hours (part-time employees) of PPL to bond with their new child and adjust to their new family situation. The maximum paid hours are prorated based on scheduled hours.

Hours scheduled per week	20	24	25	30	31	32	35	36	40
Max PPL paid hours	60	72	75	90	93	96	105	108	120
7on/7off schedule qualifies to receive up to 105 hours of PPL									

How soon do I need to take PPL?

PPL must be taken within 90 days of bonding eligibility, as defined by bonding FMLA, and can be taken in one or two blocks of time.

What are the required documents needed for PPL?

You must provide documentation (e.g., birth certificate, court order, birth certificate application form, birth facts record) to HR within 30 days of the birth or adoption. If you do not provide the requested information within that time frame, your PPL benefit may be delayed.

Are there circumstances where I would not receive PPL?

Your PPL benefits will terminate if:

- You reach the maximum benefit period (90 days) payable under the policy.
- You fail to provide required documentation.
- The adoption is cancelled.
- Your approved leave of absence (LOA) time is exhausted.
- Your employment is terminated for any reason.

What if I live in a state where they have Paid Parental Leave or Paid Family Leave?

If you live in a state where Paid Parental Leave or Paid Family Leave benefits are mandated, you must first make a claim with your state. If needed, ARUP could supplement the difference in your state leave up to 100% of your base pay.

What if I am overpaid PPL?

Any amount paid to you in error under the PPL Policy may be recovered by ARUP. In situations of overpayment, ARUP will recover the overpayment directly from you or your subsequent paychecks in compliance with applicable payroll rules and regulations.

Will my bonus be impacted by PPL?

No, the Employee Incentive is paid out quarterly in equal amounts to all employees who meet the eligibility requirements listed in CORP-POLICY-0179 ARUP's Incentive Programs Policy. PPL will be considered as actual hours for the eligibility requirement.

What will happen to my benefits during PPL?

ARUP maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Regular premiums for group health plan benefits will continue to be deducted from the employee's paycheck(s) while employee is receiving PPL.

Will I accrue PTO during a PPL?

Yes, PTO will accrue during PPL, as defined by CORP-POLICY-0023 Paid Time Off (PTO) Policy.

Do I need to use PPL on a designated ARUP holiday?

No, you will receive holiday pay on the designated holiday, and it will be paid as defined by CORP-POLICY-0024 Holidays and Holiday Premium Pay Policy, if applicable. Holiday time does not count toward the maximum paid PPL hours and does not extend the maximum benefit period (90 days).

Will I have access to my computer programs while on PPL?

ARUP reserves the right to restrict your computer access while you are on PPL.

How often can I take PPL?

An employee can take PPL per event. For example, if an employee gives birth to a child and then adopts a child later in that same year, that employee may receive PPL for both events.

Does PPL qualify for Premium Pay for 7on/7off employees?

Yes. Employees working a 7on/7off schedule who are receiving PPL will also receive Premium Pay. 7on/7off schedule qualifies to receive up to 105 hours of PPL.