

## How to Apply for Paid Parental Leave (PPL)

### I am the secondary parent:

- 1) All PPL requests must coincide with a leave of absence and be submitted at least 30 days before the baby is born. This means that you must first apply for a leave of absence with Lincoln for a bonding claim, before you can request PPL. This may be FMLA or a personal leave.
  - To request a leave with Lincoln:
    - ✓ Call 888.244.7535
    - ✓ Enter your social security number
    - ✓ Press option 1 for each additional prompt

- 2) HR step: After you've made the claim, Lincoln will send paperwork to you, your supervisor, and HR. At this time, HR will grant you PPL in Kronos. You will see this in Kronos as "Parental Grant". This does not mean you are approved. It simply means that we are enabling your request through Kronos. This is a necessary administrative step.

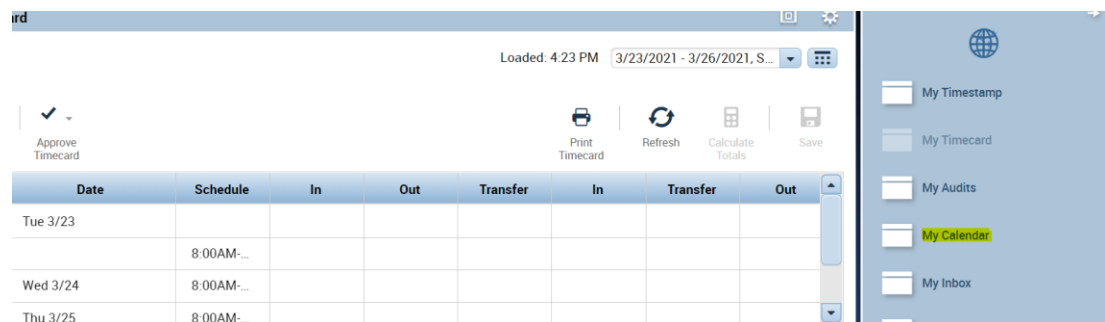
\*Please note that we will grant the PPL start date for the first day that you are eligible for bonding.

Eligible bonding period - If you are the secondary parent (not the one giving birth), your bonding eligibility starts the day your baby is born.

- 3) Once your PPL has been granted by HR, you may now input your request into Kronos. This is done similarly to a PTO request.

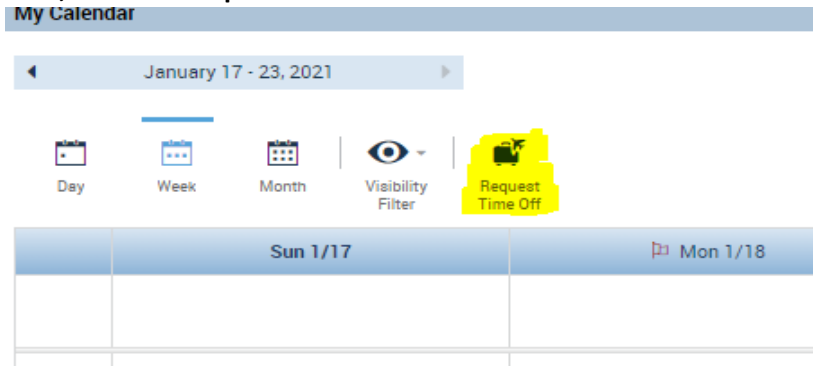
\*Please note: You have 90 days from the date of eligibility (baby's birth date) to start and complete your PPL. Any time beyond that will resort in forfeited pay. Additionally, all PPL is contingent on approvals from Lincoln, as well as your compliance with company policies.

- **In Kronos, click on "My information".**
- **Click on "My calendar".**



Date	Schedule	In	Out	Transfer	In	Transfer	Out
Tue 3/23							
	8:00AM-...						
Wed 3/24							
	8:00AM-...						
Thu 3/25							
	8:00AM-...						

- Then, click on “Request time off.”



If you are unsure what day you are eligible, look at your claim with Lincoln. It will indicate your claim and then “bonding” in the “Absence Details”.

In the example of a Lincoln claim below for a secondary parent, the bonding starts the first day of the claim. The eligibility date is 01/19.

**Absence Details**

Absence Reason: Bonding  
 Absence Schedule: Continuous  
 Claim Initiated: 12/04/2020

**Absence Summary**

This table represents all absence types that apply to your request

Start Date - End Date	Claim Status	Absence Types
1/19/2021 - 2/8/2021	Pending	*Federal FMLA

- Make sure “Type” is Parental Leave
- Enter the first eligible day for bonding in “Accruals on” area.

For this example, we will use 03/23 as the first day of eligibility for bonding. Remember if you are unsure of your first day of eligibility, this is found on the Lincoln claim document.

**Request Time Off**

Type: Parental Leave

	Start date	End date	Time Unit	Start time	Daily Amount
+ x	3/23/2021	3/26/2021	Hours	8:00AM	8.0

Accruals on: 3/23/2021

Accrual	Balance
Parental Leave	120.0 Hour

- Enter the start date and end date. Click in the box to adjust the date accordingly. Kronos will only allow you to make one request per 7 days, (Sun – Sat) so you will need to complete a request for each week you wish to take off.

### Request Time Off

Type:

	Start date	End date	Time Unit	Start time	Daily Amount
<input type="button" value="+"/>	<input type="text" value="3/23/2021"/>	<input type="text" value="3/26/2021"/>	Hours	8:00AM	8.0

Accruals on:

Accrual	Balance
Parental Leave	120.0 Hour

- Next, click on “daily amount”. Input the default hours you work on those days.

### Request Time Off

Type:

	Start date	End date	Time Unit	Start time	Daily Amount
<input type="button" value="+"/>	<input type="text" value="3/23/2021"/>	<input type="text" value="3/26/2021"/>	Hours	8:00AM	<input type="text" value="8.0"/>

Accruals on:

Accrual	Balance
Parental Leave	120.0 Hour

Note: You can scroll down in your accruals and you should see Parental Leave (up to 120.0 hrs). If no hours appear, that means HR has not granted your time yet and you need to email [Absence@aruplab.com](mailto:Absence@aruplab.com).

### Request Time Off

Type:

	Start date	End date	Time Unit	Start time	Daily Amount
<input type="button" value="+"/>	<input type="text" value="3/23/2021"/>	<input type="text" value="3/26/2021"/>	Hours	8:00AM	8.0

Accruals on:

Accrual	Balance
<input type="text" value="Parental Leave"/>	<input type="text" value="120.0 Hour"/>

- You will need to repeat this process for each week you wish to take off

### Important things to remember

- **Remember to let HR know when your baby is born.**  
Your request for PPL won't be approved or paid until HR receives notice of the birth. Please provide one of the following: birth facts, the birth certificate, or the application for the birth certificate. Send to [Absence@aruplab.com](mailto:Absence@aruplab.com).
- You may be eligible for up to 120 hours of paid parental leave depending on your schedule.
- You will need to apply for both a leave of absence with Lincoln and also Paid Parental Leave in Kronos. One excuses your time and the other pays while you are out.
- You have 90 days from the date of eligibility to start and complete your PPL.
- Eligible bonding period - If you are the secondary parent (not the one giving birth), your bonding eligibility starts the day your baby is born. You can find this date on your claim document from Lincoln.