



Child Rearing Leave Checklist

- Notify both your supervisor and HR Generalist about your plans for time away from work. Your HR Generalist can partner with your supervisor in developing a transition plan for work coverage in your absence.
- To request a leave, contact The Standard 4-6 weeks prior to your leave start date by calling Yale's Employee Service Center at 203-432-5552, option #4.

In order to approve your leave, you may be required to submit a copy of your child's birth certificate (temporary copies are typically acceptable) or adoption paperwork.

- To request paid leave benefits, submit a claim through the state of Connecticut's third-party administrator, Aflac. Information on the claim's submission process can be found on the state's website: ctpaidleave.org.
 - A separate set of documentation will be required from the PFML Authority. PFML will provide you with an employer verification form that you must submit to Absence Management, Human Resources by emailing: employee.services@yale.edu. *Note: the employee portion must be completed prior to submitting to HR.*
 - Submit proof of earnings statement from the state to employee.services@yale.edu, if you've already collected from the state within the same year.
- Please remember to add your new child to your health insurance in Workday (if applicable). This should be done within 30 days of the baby's birth or adoption. Ensure that coverage starts from Day 1.
- When you are ready to return, please notify the Absence Management team about your anticipated return date. We will also reach out to you prior to your end date to confirm your return plans and adjust your Workday timesheet, if needed.
- If you have considerations about a change in schedule or a transition plan for your return, please contact your supervisor and/or HR Generalist. Please note that if you transition back to work on a reduced schedule, you **must** notify the Absence Management team and The Standard about your schedule to coordinate your timesheet and ensure proper pay.