

# Paid Parental Leave

## Frequently Asked Questions - FAQs

Updated July 1, 2025

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Please Note: These [FAQs](#) will be updated periodically, so please check back often for the latest information.

- 1. Q. Who is eligible to participate?**

**A.** FMLA-eligible employees who have given birth to or adopted a child. The paid parental leave can be used for up to one year from birth or placement of a child.
- 2. Q. How much time do I get to take off if I am adopting a child?**

**A.** You are eligible for 4 weeks of paid parental leave based on your regularly-scheduled working hours. If your spouse also works at the State of Iowa, they are also eligible for 4 weeks as long as the FMLA used remains at 12 weeks total for both parents.
- 3. Q. My spouse and I will be having a child within the next month. How much paid parental leave time will we each receive?**

**A.** The birthing parent is entitled to 4 weeks, based on their regularly-scheduled working hours. The non-birthing parent is entitled to one week.
- 4. Q. Can I save the paid parental leave time and use it later in the year?**

**A.** Yes, you may save it for up to one year from the date of adoption or the newborn child's birth. It may be used for bonding time in alignment with FMLA-covered time.
- 5. Q. Do I need to have FMLA in place to use this paid parental leave time?**

**A.** Yes, you must be eligible for FMLA and actively working with the DAS Leave Administration Team to set up a leave of absence in Workday.
- 6. Q. Can I use the paid parental leave time intermittently throughout the year?**

**A.** Yes, as long as you have an intermittent FMLA leave of absence in place and use all of those hours within one year.
- 7. Q. I am going to be off work for 12 weeks after I have my newborn child. Do I use the paid parental leave time before my sick time or after?**

**A.** Generally, a birthing parent will use sick leave for the first six to eight weeks as they recover from the birth. After that time, they will not be able to use sick leave,

and will need to use family care, IUP, compensatory, vacation, or paid parental time to cover the remaining weeks.

8. **Q.** Once I have an approved FMLA for adoption or birth of a child, how do I request time off to use paid parental leave in Workday?
- A.** To use the paid parental leave time off in Workday, you will select FMLA Parental Time Offs. For further information on using time off for FMLA-related absences, please refer to the [Requesting a Leave of Absence Smart Guide](#).
9. **Q.** I supervise an employee that had a newborn child and is currently off of work through July 30. How do I ensure she can use the paid parental leave time?
- A.** If your employee has an FMLA leave of absence in place, you will be able to access the paid parental leave time. You will use FMLA Parental Time Offs in Workday to record the paid time off.
10. **Q.** My spouse gave birth last October and I took a couple of weeks off at that time. My supervisor didn't tell me that I had to apply for FMLA. Can I still get my week of paid parental time after July 1, 2025?
- A.** Yes, you have up to one year from the date of your newborn child's birth to use the one week of time based on your regularly-scheduled working hours. You will need to follow the FMLA process to request leave time. Refer to the [Requesting a Leave of Absence Smart Guide](#).
11. **Q.** I had my newborn child in January 2025. I understand that I can have 4 weeks of paid parental leave time off to use any time after July 1, 2025. Do I have to get my supervisor's approval before requesting the FMLA in Workday?
- A.** No, you do not need to have your supervisor's approval before requesting an FMLA leave of absence in Workday.
12. **Q.** I wasn't eligible for FMLA when I had my newborn child in December 2024. I am now eligible for FMLA. Can I use my 4 weeks of paid parental leave time?
- A.** Yes, if you are now FMLA eligible and it has not been a full year since you delivered the newborn child, you are able to use the paid parental leave time. You will need to request an FMLA leave in Workday to start the process effective July 1, 2025.
13. **Q.** I took my maternity leave last fall. It is not a good time for me to be away from work due to a project. Can I just have the 4 weeks of vacation that I previously used be credited back?

- A.** No, we are not able to retroactively cover previously used leave or unpaid time off. The effective date of the bill is July 1, 2025. As of July 1, 2025, you are able to use the 4 weeks of leave up to one year from the birth of a newborn child.

**14. Q. I adopted a child this past January. I was able to use FMLA for a few weeks, but it was entirely unpaid. Am I able to receive the 4 weeks of paid parental leave to use now?**

- A.** Yes, you are able to use the parental paid leave time for bonding beginning July 1, 2025, as long as you are covered by FMLA.

**15. Q. If I exhaust my FMLA hours for the fiscal year for my own serious health condition, can I still use the paid parental leave time when I deliver?**

- A.** If you become eligible for FMLA within 12 months of the birth or adoption of a child, you may potentially be able to use the paid parental leave.

**16. Q. Can I still apply for catastrophic donations if I use the parental paid leave time?**

- A.** Yes, you can apply for catastrophic donations after exhausting all paid time offs, including the paid parental time off. Please note that donations can only be used for your own medical needs.