

General Questions

Q: Who is eligible to use the paid parental time off?

A: Employees who have given birth (or whose partner has given birth) or adopted a child under the age of 18.

Q: Now that employees do not have to be FMLA eligible to use the paid parental time, do they still need to request an FMLA leave of absence in Workday?

A: Yes, employees still need to initiate an FMLA leave of absence in Workday to utilize the paid parental time offs.

Q: My spouse and I will be having a child within the next month. We both work at the State. How much paid parental leave time will we each receive?

A: The birthing parent is eligible for 4 weeks, based on their regularly scheduled working hours. The non-birthing parent is eligible for one week based on their regularly scheduled working hours.

Q: Can I save the paid parental leave time and use it later in the year?

A: Yes, the paid parental leave time can be used for up to one year from the birth of a newborn child or adoption of a child.

Q: Can I still apply for catastrophic donations if I use the paid parental 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. They cannot be used during the bonding period.

Q: Where will I be able to track how many hours of paid parental leave time I have used?

A: In Workday off your absence calendar, you will see the amount of hours that you have available.

Q: How do I request a leave of absence?

A: All leave of absence requests are submitted in Workday. Please see the [Leave of Absence Guide](#) in Workday Learn.

Q: How soon can I request a leave of absence in Workday?

A: Employees who are requesting a continuous leave of absence can make the request in Workday up to 30 days in advance of their first scheduled day of absence. If you have a unique circumstance, please reach out to us at LOA@das.iowa.gov

Q: I am a surrogate for a couple. Am I eligible for the paid parental time during my recovery weeks?

A: No, the paid parental time is for employees who are bonding with a newborn child or adopted child.

Q: My absence calendar is showing that my parental balances are all at zero. I made my request in Workday; why do I not see a balance?

A: The DAS LOA Team will load the paid parental hours for you as soon as your completed paperwork is submitted.

Q: I am fostering a child. Am I eligible for the paid parental time?

A: Foster care is not eligible for the paid parental time.

Birthing Parent Questions

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 time as they recover from the birth. After that time, they will not be able to use sick time and will need to use family care, compensatory, vacation, or paid parental time to cover the remaining weeks. It is important to talk with your supervisor about the order in which you want to use your paid time, as they may be entering it in your absence.

Q: I was hired earlier this year, and I am having a baby next month. I understand that I am eligible for the 4 weeks of paid parental time, but I am not eligible for FMLA. How do I request my leave of absence in Workday?

A: Even if you are not eligible for FMLA, you will need to request an FMLA leave of absence in Workday. The State of Iowa has a Pregnancy Disability Leave that allows an employee to take time off of work for their medical recovery period of up to 8 weeks. The LOA team will set this up for you in Workday.

Q: I just found out that I am pregnant and having twins. Does this mean I am eligible for 8 weeks of paid parental time?

A: You would be eligible for 4 weeks of paid parental time, as the birth is considered one event.

Non-Birthing Parent Questions

Q: I was hired on May 13, 2026. My spouse's due date is Sept 16, 2026. I know I am eligible for a week of paid parental time as the non-birthing parent. I want to take that week and another week of vacation. What do I need to do?

A: All employees must first initiate an FMLA leave of absence request in Workday before being able to utilize the paid parental time offs. Upon review of your request, you and your supervisor will receive an email communication from the DAS LOA team that explains next steps.

Q: I just started working for the state last week. Am I eligible to use the paid parental leave time if my spouse had a baby earlier this year?

A: Yes, as the non-birthing parent, you are eligible for one week of paid parental leave time. It is recommended that you talk with your supervisor and coordinate a schedule that is workable for both of you. Remember: The paid parental leave time can be used for up to one year from birth of a newborn child.

Adopting Parent Questions

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 the child is under the age of 18.

Q: I am adopting my stepchildren; am I eligible for the 4 weeks of paid parental time?

A: Generally, the adoption of stepchildren would not qualify for the paid parental time.

Q: I am adopting my grandson; am I eligible for the 4 weeks of paid parental time?

A: Generally, adoption of a family member would not qualify for the paid parental time.

Q: I am officially adopting my foster children. Am I eligible for the paid parental time?

A: Yes, the adoption of foster children would qualify for the 4 weeks of paid parental time. You will be asked to provide a copy of the adoption agreement.

Q: My spouse and I are a same sex couple; I will be adopting the baby after my spouse gives birth. Do I qualify for the paid parental leave for adoption or non-birthing parent?

A: Employees who have a same sex spouse and will be adopting the newborn child after birth would qualify as a non-birthing parent.

Q: My spouse and I are a same sex couple; we will both be adopting the baby after birth. Do I qualify for the paid parental leave for adoption or non-birthing parent?

A: Employees who have a same sex partner and will be adopting a newborn after birth would qualify as a non-birthing parent.