

# Parental Leave Checklist

[CBS disability team](#)

[cbs.disabilityteam@cummins.com](mailto:cbs.disabilityteam@cummins.com)

[PL Policy, Checklist, & FAQ's](#)

<https://mywellbeing.cummins.com/my-retirement-financial-wellness-benefits/paid-parental-leave>



**Does this employee meet all eligibility guidelines within the policy? If not, what is the reason deemed ineligible?**

**Note:** If the employee does not meet eligibility criteria w/n the PL policy, the employee will need to utilize other means of leave (if available) such as, PTO, Vacation Time, or discretionary leave. If not certain as to employee eligibility, review policy, FAQ's and checklist at the above link. If still not certain, contact the CBS disability team at the address above.

Yes

**Is the employee intending on electing parental leave as secondary caregiver (6 weeks) or primary caregiver (12 weeks)?**

**Note:** If a Cummins' couple, and both parents elect to take parental leave, only one employee can elect themselves as primary caregiver. HR may guide an employee as to which caregiver election best suits their needs, but the employee must make the decision.

6 Weeks Secondary

12 Weeks Primary

**Does the employee understand that their parental leave may not be taken intermittently and must be taken in one continuous block?**

**Note:** Parental leave must be taken all at once (up to the elected 6 weeks or 12 weeks) and within 12 months of the date of birth/adoption/ placement. PL is not available on an intermittent basis, meaning it must be taken as consecutive full days, not half days to extend the total block of 6 or 12 weeks.

Yes

**Does the employee understand they are not obligated to take the full length of elected parental leave if approved?**

**Note:** If the employee intends on taking less time than required by their caregiver designation, they will need to advise both the CBS disability team at the e-mail address above and UNUM at 1-866-229-4885 (if at least 1 year of service).

Yes

**Does the employee understand that PL can begin no sooner than the child's date of birth, the child is placed (adoption/foster)? - i.e. does not cover travel or court dates prior to custody.**

**Note:** PL is for the purpose of bonding and time to prepare or travel would have to be accommodated by other means of leave (e.g. vacation, PTO, etc.)

Yes

No

**Has the employee initiated the federally required FML bonding claim through UNUM for prospective dates?**

**Note:** Employees with less than 1 year of service not required to initiate bonding claim

Yes

No, contact UNUM at 1-866-229-4885 as FMLA runs concurrent with CMI parental leave, even if available FMLA less than PL duration.

**Did the birth/adoption/foster placement occur prior to the employee's hire date?**

**Note:** If life event occurred prior to employment or didn't occur within the last 12 months prior to prospective begin date of PL, then not eligible.

Yes

No

**Does employee understand that once the PL benefit is approved, he/she must provide birth/adoption/placement documentation within 14 days of PL beginning date in order to substantiate their leave benefit and not have the benefit revoked?**

**Note:** Adequate documentation would include birth certificate, hospital record/confirmation (birth), letter from adoption agency/attorney (adoption), or letter of placement from government agency indicating time frame or placement (foster). If fostering/adopting, must constitute "new relationship" to qualify.

Yes

**Does the supervisor understand that he/she's responsible for notifying the CBS disability team of the employee's last day worked prior to parental leave, when the employee returns to work, or if the employee's dates should change from dates reflected on original application?**

**Note:** The employee's supervisor must advise the CBS disability team of employee's last day worked, return to work or of any changes to employee's leave (i.e. child born later than projected) to avoid occurrences of underpayments/overpayments and the involvement of our contracted collections agency.

Yes

**Does the supervisor understand if the hourly employee is non-exempt that their time record must reflect either unpaid code 'Parental Leave (PL)' or 'Authorized Time-Off (ATO)' prior to payment of PL benefit?**

**Note:** If supervisor doesn't have access to employee time records, make sure that the locations designated time/attendance analyst is notified to update the employee's time record correctly prior to each pay date. If NAD location and using BMS or Custom Reporting and don't have access, reach out to location BMS contact.

Yes

**Does the employee understand that holiday pay is not paid while on PL, and merit increases that occur during an employee's PL, will not take effect until after the employee returns to work?**

Yes

**Does the employee work in a state that provides Paid Family Leave (PFL) (CA, RI, NY, NJ)?**

**Note:** If yes, each impacted state has a different measure of wage replacement and would need to cooperate with their local HR for assistance applying for the state provided leave benefit.

Yes, please review the impacted state's policy & process of payment. Cummins will only offset the state paid benefit until it elapses.

No

**Does the employee understand that if they do work in a state that provides Paid Family Leave (PFL), that Cummins will only pay the difference to offset the state provided amount to constitute their regular wages?**

**Note:** If the employee does not apply for the state provided benefit, then the CBS disability team will only administer the company's portion of the benefit.

Yes

**Does the employee, supervisor, and HR manager signing the application for parental leave understand that the application is a legal document and that by signing it, are agreeing that it is fully complete to the best of their knowledge and have thoroughly reviewed the policy?**

**Note:** It is strongly advised that all signing parties review the policy, checklist, and FAQ's located at [www.mywellbeing.cummins.com](http://www.mywellbeing.cummins.com) prior to submission as the PL administrator and CBS disability team is not the primary entity responsible for assessing an employee's eligibility for parental leave. If any questions regarding the policy, ask prior to submission.

Yes