

Absence: Requesting Parental Leave Pay for Adoption/Placement of a Child

WHAT IS PARENTAL LEAVE PAY?

Parental leave pay is a defined absence approved by the employee's supervisor in connection with the birth of an employee's child or the adoption, guardianship or fostering of a child under the age of 18.

More information is available in our [Parental Leave Pay policy](#).

Per policy, you must be employed at Geisinger for 6 months to qualify. If you have not reached the 6 months of employment yet, you will not see the option to request time off for Adoption or Placement of a Child. The end date is still **365 days from the child's date of adoption or placement**.

A parental leave is **not a true leave of absence**, but rather identifies your eligibility for **parental time off hours**

IDENTIFYING YOUR ELIGIBILITY

1. Click in the Search bar and type **Request Absence**. A calendar will pop up on the screen.
2. Choose Date Range at the top of the pop-up to get the fields to type the dates.

Calendar

Date Range

March 2026 ▾

< Today >

Geisinger

3. Enter the **Start Date**, which corresponds with the child's placement date.
4. Enter the **End Date** as one year from the Start Date. Click Continue.
5. Select the appropriate Leave Type: **Adoption/Placement of a Child – ONLY**. Click Continue.

Type of Absence *

←

Geisinger Processed Leaves

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Adoption/Placement of Child - ONLY

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6. Enter the **Child's Birth Date**
7. Enter the **Adoption Placement Date**.
8. Add any supporting documentation (legal documents) as Attachments at the bottom of the request.

Click **Submit**. This will now route to Absence for review and approval.

Request Absence



Only Parental Leave - Adoption or Placement of Child requests can be submitted through this request form.

This leave should be requested to obtain Parental Leave Pay for **adoptions or child placements only**. Eligibility for Parental Leave Pay due to the **birth** of a child is given by adding your new dependent. For more information, please review [this job aid](#).

All other leaves are requested through New York Life.

Time off requests should be submitted through UKG (Kronos) or the appropriate timekeeping system.

Type of Absence

* x Adoption/Placement of Child - ONLY

Last Day of Work

03/18/2026

First Day of Absence

* 03/19/2026

Estimated Last Day of Absence

* 03/19/2027

Request Amount

366 Days

Comment to Approver

Reason

x Adoption/Placement of Child

Child's Birth Date

* MM/DD/YYYY

Adoption Placement Date

* MM/DD/YYYY

Attachments

Drop files here

or

Select files

Cancel

Submit

USING THE TIME OFF

To use **Parental Leave Pay**, you can request the hours via the drop-down menu where you request time off in UKG (Kronos) or the appropriate timekeeping system.

Your manager will approve the time off according to your department's Time Off policy, up to 12 months from the leave eligibility date.