



University of Delaware Delaware Paid Family & Medical Leave (PFML)

Effective January 1, 2026



UNIVERSITY OF DELAWARE
HUMAN RESOURCES

Healthy Delaware Families Act

Federal Family and Medical Leave Act - 1993

- **No changes** to law and still applies
- Unpaid protected leave
- Must have **worked at least 12-months** with the University and
- Must have **worked 1,250 hours** in the **previous 12-months**

NEW

- The **State of Delaware** passed the Healthy Delaware Families Act in May 2022 requiring employers in Delaware to provide employees with **Paid** Family Medical Leave (PFML) beginning January 1, 2026.
- UD's PFML Plan was approved by the DE DOL as a private self-insured plan December 2024.

What is Different?

What is different from our current paid leave benefits?

- **Parental Leave**—expands **paid benefits from 8 weeks to 12 weeks (within a 12-month period)** without the use of accrued sick or vacation leave.
- **Family caregiving, medical, and qualifying exigency** leaves will be **paid up to 6 weeks (within a 24-month period)** without the use of accrued sick or vacation leave.
- Employees are limited to a **maximum of 12 paid weeks of total, combined leave per year.**
- **Combined Maximum: 12 weeks in a 12-month period**



Leave Benefit Payment Overview

- Wage replacement
100% of average weekly wages (Faculty and salaried staff)
- Paid through normal payroll processing
- No waiting period – benefits begin when approved leave starts

Note:

- Benefit payment terms differ for employees in the Union/Collective Bargaining Agreement (CBA) **AFSCME, Local 439; AFSCME, Local 3472.**
- Please refer to the CBA or visit the Time Away from Work website for specific details.

Leave Request Process

Step 1: Submit a Leave Request through the ACT/UD Workforce System.

Step 2: Submit Required Documentation through ACT/UD Workforce.

- Examples include:
 - **Certification of Serious Health Condition**
 - **Birth certificates, adoption, or foster care documents** (submit when received)
 - **Military orders** (submit at time of request)



Employee Notice & Responsibilities

- Employees must provide at least **30 days' notice** if the need for leave is **foreseeable**.
- If leave is **unforeseeable**, notice must be given **as soon as practicable (within 48 hours)**.
- Employees must follow the University's **standard call-in and attendance procedures**.
- Employees must **update the University within 10 days** if their leave circumstances change.



Job & Benefit Protections

- Guaranteed return to same or equivalent position
- Health insurance benefits continue during leave
- Employee must continue to pay their share of premiums
- Paid time off continues to accrue during PFML



UD Parental Leave Policy

- **Unpaid leave** of up to 12 weeks within a 12-month period.
 - employees with **less than 12 months of service, OR**
 - **not eligible for FMLA** upon the birth of their child or adopted of a child aged six (6) or younger.
- **Multiple births or adoptions** will not increase the length of parental leave (for example, the birth or adoption of twins).
- **Maximum Leave:** No more than **12 weeks** of parental leave in a 12-month period.
- Employees must initiate a leave request through the **ACT/UD Workforce System.**



Resources

- [ACT Leave Management Request](#)
- [ACT Job Aids](#)
- [Family and Medical Leave Policy](#)
- [Parental Leave Policy](#)
- [Time Away from Work website](#)
- University Leave Management: leavemanagement@udel.edu