

PARENTAL LEAVE – STAFF

SUMMARY

The purpose of parental leave is to provide staff who become parents, either by birth or adoption of a minor child, with paid leave to allow for the healthy recovery of the primary caregiver, bonding with the adopted child and/or a period of family adjustment.

DEFINITIONS

Eligible parent:

Natural or adoptive parent who is the primary caregiver.

Primary caregiver:

Parents who are responsible for over 50% of care to child. Completion of form ‘Primary Caregiver Affidavit’ may be required.

Adoption:

Leave is available only in cases of formal adoption; it is not available in any other case, including but not limited to legal guardianship or foster care. A parent adopting a child of a new spouse is not eligible.

Leave:

Any absence prior to the event related to prenatal care or to the adoption of a child, including travel or required classes, as well as care after the birth or adoption of a child.

ELIGIBILITY

Any staff member who (a) is employed full-time (staff-regularly scheduled to work 1560 or more hours per year, or 1400 hours or more if hired before July 1, 2013), (b) has at least one year of regular full-time service (minimum of 1,250 hours worked) at the time the birth or adoption is scheduled to occur or does occur, (c) gives birth to or fathers a newborn or adopts a child, and (d) is deemed primary caregiver, is eligible for leave with pay.

The eligible parent must have primary responsibility for the child immediately following child birth or adoption.

A doctor’s statement verifying the pregnancy may be required.

If both parents work for the University and qualify for parental leave benefits, each may be granted Parental Leave.

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LEAVE ADMINISTRATION

Leave must be taken immediately after birth and must be continuous in the case of the birthing parent.

If both parents work for the University and qualify for parental leave benefits, the non-birthing/adoptive parent may take their leave within six months of the date of birth/adoption. The leave may be taken either six weeks continuously or taken in two three-week intervals within six months of the date of birth.

GUIDELINES

	Duration	Paid Benefits
Birthing Staff	<ul style="list-style-type: none">• Eight weeks	<ul style="list-style-type: none">• Eight weeks of base salary continuation• After initial eight weeks, eligible to utilize available PTO or Leave with no pay up to maximum amount allowable under FMLA
Non-Birthing /Adoptive Staff	<ul style="list-style-type: none">• Six weeks	<ul style="list-style-type: none">• Six weeks of base salary continuation• After initial six weeks, eligible to utilize available PTO or Leave with no pay up to maximum amount allowable under FMLA

EFFECT ON FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA) was passed by Congress to ensure leave is available for authorized medical reasons (including maternity/paternity leave) and for compelling family reasons.

An eligible employee may take up to 12 weeks of Family and Medical Leave (FML) to care for the employee's child after birth, or placement for adoption or foster care in the employee's home, providing the leave is taken within 12 months of the child's introduction to the family.

Paid parental leave and Family and Medical Leave will run concurrently. If an employee elects to remain out of work for parental leave for a total of 12 weeks, both the paid parental leave and any remaining weeks, paid or unpaid, will be counted towards their FML allotment. Previous FML qualifying absences could reduce the total number of FML protected weeks the employee has available to them.

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PROCEDURES

All requests for parental leave and/or FML must be submitted in writing to Human Resources at AskHR@wfu.edu. Once the written communication is received, a Human Resources representative will reach out to the employee(s) with additional information and will notify the appropriate Manager/Supervisor/Department Head of the upcoming leave request.

To ensure accurate and timely processing, the employee should reach out to Human Resources at least 30 days in advance of the first day of leave. The birthing parent is responsible for completing Section II of the [Certification of Health Care Provider for Employees](#) form, having their doctor complete Section III, and forwarding the form to Human Resources for approval.

In the case of the non-birthing parent the [Certification of Health Care Provider for Family Members](#) form should be completed following the steps listed above. Both employees may be required to complete and return The Primary Caregiver Affidavit to Human Resources.

Human Resources will be responsible for coordinating salary continuation payments with the employing department or office and the Payroll Office.

Staff members are not eligible for holiday pay or administrative leave pay while on parental leave.