

## 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:**

Parent who is 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 1250 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 both qualify for parental leave benefits, only one leave will be granted.

Leave must be taken immediately after birth or adoption and must be continuous.

PARENTAL LEAVE – STAFF

---

**GUIDELINES**

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

**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.

The *Request for Family and Medical Leave* form is to be used to request leave. The form is available on the Human Resources website. The completed form is to be submitted to an Human Resources representative.

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 6 weeks of parental leave and any remaining weeks, paid or unpaid, will be counted towards their FMLA allotment. Previous FMLA qualifying absences could reduce the total number of FMLA protected weeks the employee has available to them.

**PROCEDURES**

All requests for parental leave must be submitted in writing to the appropriate Manager/Supervisor/Department Head.

As close as reasonable to the beginning of the leave, the staff member is to complete Part 1 of the Parental Leave Request form, have the doctor complete Part II (if applicable), and forward the form to the immediate supervisor and to a Human Resources representative for approval in Part II. The member must also complete The Primary Caregiver Affidavit and the FMLA Request Form and return both forms to Human Resources.

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

PARENTAL LEAVE – STAFF

---

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