

ELIGIBLE STAFF PARENTAL LEAVE POLICY

Approved by: Amy Barnes, Executive Director of Human Resources

History: Issued - - May 2004; Revised - - June 2009

Related Policies: Family and Medical Leave; Combined Time Off

Additional Resources:

Responsible Office: Human Resources

INTRODUCTION

Policy Statement

The University is committed to supporting its staff with parental leave for eligible employees who temporarily relinquish their duties following childbirth or adoption, in a manner consistent with its educational mission and the effective operation of the University. This policy is designed to provide a reasonable and fair period of paid leave to such employees.

Applicability

This policy is applicable to all full-time non-faculty employees of the University, including those members of the eligible staff who are in a domestic partner relationship in accordance with the University's domestic partner policy.

Leave Benefit

Except as otherwise provided below, the University will provide eight (8) consecutive weeks of paid parental leave to each birth mother or new adoptive mother who is a full-time member of its staff (full-time voting faculty should refer to the Eligible Faculty Parental Leave Policy) and who temporarily relinquishes the duties of her position following childbirth or adoption. This parental leave will be provided immediately following the birth of a child or adoption of a pre-school age child, beginning at the time of arrival of the child and running consecutively, except in extraordinary circumstances (such as, but not limited to, medical complications for the mother or child) where other leave timing is approved by the Executive Director of Human Resources. In the case of adoption, eligible staff may take parental leave before the actual adoption of the child where approved by the Executive Director of Human Resources, for circumstances where the staff member needs to be away from his/her position for the adoption to proceed (e.g., travel to another country to complete the adoption).

Note: This policy presumes that the mother of a child will be the primary caregiver; however, if an eligible staff member is not the mother but is the primary caregiver for a child, that staff member may use this parental leave.

Eligible staff not assuming primary caregiver responsibilities for their newborn and newly adopted pre-school age children are eligible for two weeks of paid parental leave to be taken within the first three months following the birth of a child or the adoption of a pre-school age child.

For academic year appointments, in the event of a childbirth or adoption occurring during the summer months (June, July, August) to an eligible staff member, this paid parental leave will only apply for any balance of the eight (8) weeks that the staff member would otherwise have been expected to be back to academic term duties (i.e., if the employee gives birth or adopts two weeks before the start of the fall term, she would receive six (6) weeks of paid parental leave beginning at the start of the fall term, but if the employee gives birth or adopts 10 weeks before the start of the fall term, she would not need the benefit of paid parental leave during the term, as she would not otherwise be losing any salary during the eight (8) weeks following the birth or adoption).

Interplay between Parental Leave and Other Available Leaves

This policy is independent of the University's combined time off, sick leave reserve, and extended sick leave benefits. However, paid parental leave will not extend unpaid leave available under the University's Family and Medical Leave (FMLA) policy. Rather, such paid leave will run concurrently with any FMLA leave available under the circumstances, as designated by the Executive Director of Human Resources. Nothing in this policy precludes the eligible staff member from taking any remaining unpaid FMLA leave following the expiration of the University's paid parental leave, in accordance with the University's FMLA policy.

Requesting Parental Leave

Eligible staff must request parental leave in writing to their supervisor ninety (90) days in advance of the requested leave start date (or as early as possible in the planning phase of an adoption process). The Executive Director of Human Resources must approve staff requests for parental leave.

Annotated Revision History

Revised June 2009 to address pre-adoption leave circumstances, combined time off and sick leave reserve/extended sick leave interaction, clarify applicability to domestic partner situations, and to place in standard template.