Policy title	Category
Parental Leave	Human Resources
Owner	**Approved by**
Human Resources	Business and Human Resources Office

Policy statement

The University extends Parental Leave to both male and female employees. Parental leave must be used solely to care for the new child. Parental Leave is deducted from an employee's Family Medical Leave Act (FMLA) leave balance first. Questions about these policies and implementation procedures should be referred to the Human Resource Office.

FULL-TIME TWELVE MONTH STAFF

After one year of service (12 months):

- 6 weeks paid leave for birth or adoption of a child under age one
- Staff use of accrued vacation hours in addition to the 6 weeks paid parental leave is available only with the prior approval of the employees supervisor.
- Pregnant employees may receive additional disability time off after parental leave is used with a doctor's certification of disability. Regulations related to disability insurance will apply.

FMLA Unpaid leave: All paid leaves apply to The Family Medical Leave Act of 1993 (12 weeks of unpaid leave). After paid leaves have been applied to the FMLA leave, any balance of the FMLA leave is available as unpaid leave.

FULL-TIME FACULTY
After one year of service (9 months):

- 1 semester of leave at half pay for birth or adoption;

or

- 6 weeks leave at full pay for birth or adoption;

or

- Reduction in workload equivalent to either of the above (with approval of the Provost in consultation with Dept. Chair) for birth or adoption
- Pregnant employees may receive additional disability time off with a doctor's certification of disability. Regulations related to disability insurance will apply.

FMLA Unpaid leave: All paid leaves apply to The Family Medical Leave Act of 1993 (12 weeks of unpaid leave). After paid leaves have been applied to the FMLA leave, any balance of the FMLA leave is available as unpaid leave.

Last revised date
March 7, 2009