This policy allows for a specified period of leave following the birth or adoption of a child and will run concurrently with Family Medical Leave (FML) to the extent FML is available to the employee.

Purpose

A. The purpose of Parental Leave is to provide a birth mother, father, domestic partner or adoptive parent with time off to recover from childbirth and/or care for and bond with a newborn or newly-adopted child.
B. It is the intent of this policy to provide faculty and staff with a leave benefit that runs concurrently with Family Medical Leave (FML) (link to the FMLA policy) to the extent FML is available to the employee.
C. Parental leave is a benefit of employment and its use shall not have a negative impact on employment status or opportunities.
D. Parental leave is available to full and part-time benefit eligible employees with one or more years of service.

Definitions

**Parental Leave** – a period of leave for the purpose of recovery from childbirth and/or care for and bond with a newborn or newly-adopted child.

**Birth mother** – a female who gives birth to a child.

**Father** – a male who is legally responsible for child rearing as the male spouse or domestic partner of the birth mother.

**Domestic partner** – a same- or opposite-sex adult partner (of the employee or is the employee) who has met the requirements of and has completed Affidavit of Domestic Partnership on file with the Human Resources Office.

**Adoptive parent** – a parent who has taken a child into one’s family, through legal means, to raise as one’s own child.

**Adoptive child** – a child up to 18 years of age who is adopted through public, private, domestic, international, or independent means and who is not the step-child of the adoptive parent.

**Stillbirth** – the loss of a fetus during or following the 20th week of pregnancy.

**Medical certification** – includes that date the condition began; its expected duration; diagnosis; and a brief statement of treatment.

**Family Medical Leave Act (FMLA)** – requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.
Year of service – the 12-month period immediately prior to the date of birth or adoption event, during which the employee has obtained at least 1,250 hours of active pay status for FMLA eligibility.

Off Block - no teaching nor administrative responsibilities

Release Block - no teaching; all on-going responsibilities for other administrative duties, such as advising, committee work, departmental meetings, mentoring, etc. continue

Use

Parental leave generally commences following the birth or adoption of a child, but in some instances, may occur prior to the event when deemed medically necessary or when requisite to fulfill the legal requirements for an adoption, provided all eligibility requirements are met.

Parental leave will run concurrently with Family Medical Leave (FML), to the extent FML is available to the employee.

Parental leave may be used at one time or intermittently prior to and during the first 12 months following the birth or adoption event.

Parental leave may be used in the cases of stillbirth. In such event, a maximum of two weeks for the birth mother and 5 days for father/domestic partner may be used and appropriate medical documentation is required.

One Parental Leave benefit is available per employee or in the event both parents are employed by the college, per employed couple, per birth or adoption event. The number of children involved does not increase the length of Parental Leave granted for that event.

Notification Procedures

Employee Responsibilities

When use of Parental Leave is anticipated, provide written notice to the supervisor, division head and human resources as far in advance as possible. Ordinarily this is 30 days advance notice when the leave is foreseeable.

Submit an Application for Leave form in conjunction with any other appropriate documentation, pursuant to the Family Medical Leave Act (FMLA) policy (link to the policy).

Coordinate with department head or workload during the absence and if a replacement is needed.

Ensure that an Affidavit of Domestic Partnership (link to the form/policy) is on file with the Human Resource Office for use of Parental Leave as a domestic partner.

Supervisor Responsibilities

Ensure that the Human Resources Office is notified of the impending Parental Leave.

Manage Parental Leave requests effectively to provide flexibility for individuals to use the leave when appropriate, while balancing remaining workloads within the department.

Parental Leave Policy draft 1.12.10
**Human Resources Responsibilities**

Consult with individuals and supervisors on appropriate use of Parental Leave and other applicable leave programs.

Consult with employee to assist with understanding of all benefits.

Consult with departments to ensure that Parental Leave is managed effectively for the birth mother, father, domestic partner, or adoptive parent and on work coverage arrangements.

**Approval for Parental Leave**

**Non-exempt staff**
Approval for Parental Leave resides with the supervisor, department head, division head, and Human Resources Department.

**Exempt staff**
Approval for Parental Leave resides with the supervisor, division head, division head, Human Resources Department, and President.

**Faculty**
Approval for Parental Leave resides with the Dean of the College and the President. Requests are to be routed to the Human Resources Department and the Dean of the College, and the planned absence discussed with the department chair.

**Pay Status during Parental Leave**

INSERT FINAL TABLE HERE