Policies and Procedures Manual

Title: Parental Leave Policy
Policy Administrator: Director Administrative Services
Effective Date: Jul-01-2015
Approved by: Director Administrative Services

Purpose:

Paid Leave

- Primary Caregivers. To support new parents the College provides paid parental leave to parents who are primary caregivers. This policy provides eligible employees with eight (8) weeks paid leave related to giving birth, the placement for adoption of a child under the age of 18, or the placement for adoption of a child under the age of 23 if the child is mentally or physically disabled. The employee/primary caregiver will receive her or his regular pay for that period.

- Non Primary Caregivers. To support new parents who are not primary caregivers, this policy provides eligible employees with one (1) week of paid leave related to giving birth, the placement for adoption of a child under the age of 18, or the placement for adoption of a child under the age of 23 if the child is mentally or physically disabled. The employee/primary caregiver will receive her or his regular pay for that period.

Unpaid Leave

- To support new parents, this policy provides eligible employees with up to eight (8) weeks of unpaid leave related to giving birth, the placement for adoption of a child under the age of 18, or the placement for adoption of a child under the age of 23 if the child is mentally or physically disabled.

Policy:

1.0 Eligibility & Paid and Unpaid Leave Entitlements

Primary Caregivers. Employees who meet the service eligibility criteria for leave under the Family Medical Leave Act (FMLA) Policy and who affirm that they are primary caregivers for the child, and who give two (2) weeks notice of the expected departure date and notice of intention to return to the job, are eligible for up to eight (8) weeks paid leave under this policy.

Employees who are primary caregivers for the child but who do not meet the service eligibility criteria for leave under the FMLA, but have completed their Introductory Period (Holy Cross & You, 4.9), not to exceed 90 days, and who give two (2) weeks notice of the expected departure date and notice of intention to return to the job, are eligible for unpaid leave for up to eight (8) weeks, under this policy.

Non Primary Caregivers. Employees who are not primary caregivers for the child, who meet the service eligibility criteria for leave under the Family Medical Leave Act (FMLA) Policy, and who give two (2) weeks notice of the expected departure date and notice of intention to return to the job, are eligible for up to eight (8) weeks leave, one (1) week of which is paid leave, and the balance of which is unpaid leave, under this policy.

Employees who are not primary caregivers for the child who do not meet the service eligibility criteria for leave under the Family Medical Leave Act (FMLA) Policy, but have completed their Introductory Period (Holy Cross & You, 4.9), not to exceed 90 days, and who give two (2) weeks notice of the expected departure date and notice of intention to return to the job, are eligible for unpaid leave for up to eight (8) weeks, under this policy.

2.0 Multiple Children

Upon the birth or placement for adoption of more than one child, the above described leave benefits apply for each incidence of childbirth or placement for adoption. E.g., in the case of twins, 16 weeks of leave (8 weeks for each child, serially).

3.0 Both Parents are College Employees

If both parents are eligible employees of the College, the above described leave benefits are split between the parents. E.g., upon the birth or placement for adoption of a single child, the two employees are entitled to 8 weeks of leave in aggregate (and can select how the 8 weeks is split between them). The employee designated as primary caregiver would be eligible for paid leave; the other parent for unpaid leave.

4.0 Concurrency with Other Leave; Use of Paid Time Balances During Unpaid Leave

Leave granted under this Policy will run concurrently with (i.e. also be counted towards) FMLA leave for the purpose of caring for a newborn, a newly adopted or newly placed foster child, and any other applicable leaves, to the extent allowed by law.

An employee eligible for unpaid leave may use applicable accrued and unused paid time balances to be paid for all or part of the parental leave.

5.0 Non-Working Time

The eight-week parental leave will not apply to periods when the employee would otherwise not be working. For example, if the birth of the child was four (4) weeks before the end of an employee's appointment period, the leave would be for four (4) weeks –the appointment period is not extended. Likewise, the paid period is not extended by the occurrence of any holiday that falls within the eight weeks from the time of birth.

6.0 Additional Leave

If at the end of the parental leave period, an employee needs to continue on leave, she or he may be eligible for additional leave under the FMLA Policy. After the exhaustion of all leave under this Policy and the FMLA Policy, if the employee needs to continue on leave, the Office of Human Resources may approve an additional unpaid leave. During that additional leave, an employee may use applicable accrued and unused paid time balances to be paid for all or part of the additional unpaid leave.

1.0 Requesting Leave

Employees are expected to provide as much advance notice as possible to their supervisor and Human Resources. As the leave is foreseeable, the College asks that the request be made at least 30 days prior to the expected leave period to allow for planning of coverage in the employee's department. Please refer to the FMLA policy for more information regarding leave procedures.

As parental runs concurrently with FMLA for the purpose of caring for a newborn, a newly adopted or newly placed foster child, to apply for Parental Leave the employee should complete a FMLA Request form, available from Human Resources. If the employee is not eligible for FMLA leave, but still eligible for leave under this Policy, the employee should note that on the FMLA Request form.

Forms:

Title
Title

Click here to enter text.

Aug-06-2015