

## **Paid Parental Leave Policy**

The purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations.

This policy describes the circumstances in which Paid Parental Leave may be taken, notice provisions, medical certification requirements, coordination with other types of leave, reinstatement issues, and other matters related to Paid Parental Leave.

The primary care-giver will be eligible for six (6) weeks of Paid Parental Leave.

### **Eligibility**

An employee is eligible for Paid Parental Leave if they have been employed by the College for at least one continuous year (12 months) or more in a benefits-eligible position.

### **General Provisions**

Paid Parental Leave will run concurrently with FMLA leave, if the employee meets the eligibility requirements of the FMLA. The concurrent use of Paid Parental Leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to an eligible employee.

The definition of 'primary care-giver' will vary across family situations, but normally the primary care-giver will have primary responsibility for the child(ren) for a signature portion of the day during the regular work week for the entire period of the Paid Parental Leave.

An employee taking a paid parental leave will be required to sign an affidavit indicating that he or she is the primary care-giver.

The Paid Parental Leave will be taken within twelve (12) months following the birth or adoption of a child. However, Paid Parental Leave may occur prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption.

Paid Parental Leave is a benefit of employment and its use will not be considered as a negative factor in employment actions, such as hiring, promotions, and disciplinary actions, or under attendance policies.

Leave cannot be taken on an intermittent schedule, or on a reduced leave schedule.

### **Notice**

An eligible employee shall provide verbally notification to the employee's supervisor and Human Resources of the need for Paid Parental Leave and the timing and duration of the Paid Parental Leave. If the need for Paid Parental Leave is foreseeable, an eligible employee must give his or her supervisor at least thirty (30) calendar days advance notice of the need for leave, if practicable. If the need for Paid Parental Leave is not foreseeable, an employee or his or her

representative must give notice of the need for leave to the employee's supervisor as soon as practicable.

### **Medical Documentation**

An employee will be required to furnish appropriate medical documentation for the birth of a child. If the employee is eligible for FMLA leave, the medical certification requirements will govern. The medical documentation will be completed and signed by the individual's health care provider.

### **Adoption Documentation**

An employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

### **Compensation**

Birthmothers must use their accrued sick leave time during the time of temporary medical disability.

Employees will receive their regular rate of pay while on parental leave. Paid Parental Leave will be paid at the employee's straight-time, regular pay for the specified amount of time outlined in this policy.

If an official College holiday occurs during the employee's Paid Parental Leave, the employee will receive holiday pay in lieu of a paid parental day.

### **Benefits**

Benefits will continue to be provided during the paid Parental Leave under this policy at the same rate as in effect before the leave was taken. The College will continue to pay its share of the cost of an employee's group health insurance during a Paid Parental Leave. The employee's share of the premium will be deducted from the employee's pay in accordance with normal practice. Paid leave benefits will continue to accrue.

After the paid Parental Leave is exhausted, the employee is required to apply other available paid leave (vacation, floating, or optional holiday time), which will also run concurrently with FMLA leave.

### **Leave Provisions When Both Parents Are Eligible Employees**

When both parents are employees of the College only one parent is entitled to parental leave.

### **Return-to-Work Statement**

If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to her supervisor or Human Resources upon returning to work. The statement must specify whether the employee is able to work and any physical or other restrictions on the employee's ability to work.

**Reinstatement**

The employee will be reinstated to the same position he or she held when the Paid Parental Leave began or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, provided the employee can perform the essential functions of the position.

The College's obligation to restore the employee to the same or an equivalent position ceases if and when: 1) the employment relationship would have terminated if the employee had not taken Paid Parental Leave; 2) the employee informs the College of his or her intent not to return to work at the expiration of the Paid Parental Leave; or 3) the employee fails to return to work at the expiration of the Paid Parental Leave.

**Confidentiality**

All medical information relating to Paid Parental Leaves, whether verbal or written, including FMLA medical documentation, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical statements and FMLA medical certifications are maintained within Human Resource in a confidential, secure file separate from the personnel file.

The College's Board of Trustees reserves the right to amend, modify, or terminate the enhanced parental leave policy at any time and for any reason. Such changes may include, but are not limited to, the right to change or eliminate benefits or change the class(es) of participants covered by the Policy.