

Policy Number: 02.027

Policy Title: Parental Leave

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Parental Leave

All full-time employees who have served at the College for at least one year and will become a parent (through **birth** or the **adoption of a dependent child**), is eligible for up to six (6) weeks of paid parental leave and, if the employee is eligible for FMLA leave, s/he may extend the leave for up to twelve (12) weeks, the rest of which will be unpaid parental leave as specified with the Family and Medical Leave Act. Parental leave may begin up to four (4) weeks before the time of birth or adoption. During leave, the employee is relieved of all work-related obligations. The birth/adoption of more than one child from the same pregnancy constitutes one birth/adoption for the purposes of this policy. Under no circumstances is the employee required to take additional unpaid leave beyond the six weeks of paid leave. Parental leave may be granted up to one (1) year following the birth or adoption of a dependent child.

If, due to medical complications the employee is unable to return to work after the six (6)week paid leave, then the FMLA and ADA policies may apply. Where both parents are eligible staff or faculty members at the College, only one may take parental leave, and the other may take two (2) weeks paid leave.

The employee should notify their immediate Supervisor and the Chief Human Resources Officer in writing as early as possible, requesting the paid parental leave and stating the approximate dates on which the leave might reasonably expect to begin and to end. An employee is entitled to benefits during parental leave. The College and the individual may continue employee benefit payments during periods in which a participant is on a paid leave. Employees on unpaid leave may continue benefit coverage by paying the employee's share of the cost on such premiums. In such cases, the College will continue to pay its normal share of employee benefit premiums. In all cases in which benefits are continued during a period of leave without pay, the employee must make the necessary arrangements with the Chief Human Resources Officer prior to departing on leave. The individual's share of the premium costs must be remitted to the College on a monthly basis.

If the employee requesting parental leave is a full-time faculty member the following provisions apply:

- Effects on Probationary Appointment, Tenure Review and Sabbatical

A faculty member who is a new parent during their pre-tenure period and has received a parental leave will receive an extension of one year on their tenure track schedule upon request. As with any other leave of absence, parental leave (paid or unpaid) shall be considered an absence from teaching and service and will not count toward satisfying the College's sabbatical eligibility requirements.

- Coordination with Academic Schedule

If parental leave is to begin within an academic term, the College will find a temporary substitute faculty to cover this faculty-person's courses through the remainder of the term. Advising and committee responsibilities will fall to other faculty members who have agreed to the additional load. This must be coordinated by the faculty requesting leave and the Vice President of Academic Affairs. A faculty employee **may** extend an unpaid leave beyond the twelve (12) week period specified by FMLA **if** those twelve (12) weeks terminate before the end of an academic term. A parental leave **may not** extend beyond two academic terms in which the faculty person is scheduled to teach.