

Parental Leave

Policy/Procedure

Birth mothers who have been employed at the college in a full-time position for 12 months preceding the birth of the child are eligible for:

1. Six (6) weeks of medical leave at 100% pay, including benefits that begin when an eligible employee’s physician determines that a pregnant woman should discontinue work or at the time of delivery, whichever comes first,

AND

2. Six (6) weeks of parental leave at 100% pay.

A parent who is not the birth mother and who has been employed at the college in a full-time position for 12 months preceding the birth of a child is eligible for six (6) weeks of parental leave at 100% pay.

In cases of adoption of a child six years of age or under, each parent, if employed at the college in a full-time position for 12 months preceding the adoption of the child, will be eligible for six (6) weeks of parental leave at 100%.

Parental leave may be utilized within one year of the child’s birth or placement. Parental leave granted to a parent who is not the birth mother is encouraged to begin within six weeks of the birth or adoption. Exceptions may be granted, with the approval of the employee’s supervisor, for employees who wish to begin their leave at the conclusion of a leave granted to the birth mother (whether by the college or another employer). Leave may be taken intermittently with the approval of the employee’s supervisor. Eligible employees may take no more than one leave in any 12-month period. Multiple births (twins, triplets, etc.) or adoptions involving more than one child do not increase the amount of leave time available.

The FMLA permits employees to take up to 12 weeks of *unpaid* leave. *Paid* leave of less than 12 weeks, as provided by the college under this policy, will be supplemented by *unpaid* leave in accordance with the FMLA. Any approved leave granted under this policy will be applied against FMLA entitlement.

	Medical Leave at 100% pay	Parental Leave at 100% pay	
Birth:			
Birth Mother	6 weeks ⁱ	6 weeks	
Other Parent	---	6 weeks	
Adoption:			

Parent(s)	---	6 weeks	
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6 weeks of medical leave for childbirth is an accepted basic measure of the health care component related to a woman's recovery period. This period may be extended depending on the health care needs of the mother.

Related Information

History/Revision Information

Responsible Division/Office: Human Resource Services

Effective Date: 7/1/2006

Last Amended Date: 9/15/2021

Next Review Date: 9/15/2024

Also Found In: Employee Handbook, Faculty Handbook, Campus Policy Manual, HR Website