

## Parental Leave

### Policy/Procedure

Birth parents 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 individual 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 parent 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, each parent, if employed at the college in a full-time position for 12 months preceding the adoption, will be eligible for six (6) weeks of parental leave at 100% pay.

Parental leave may be utilized within one year of the child's birth or adoption. 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	
<b>Birth:</b>			
Birth Parent	6 weeks <sup>i</sup>	6 weeks	
Other Parent	---	6 weeks	
<b>Adoption:</b>			
Parent(s)	---	6 weeks	

<sup>i</sup> 6 weeks of medical leave for childbirth is an accepted basic measure of the healthcare component related to an individual's recovery period. This period may be extended depending on the healthcare needs of the birth parent.

<b>Related Information</b>
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<b>History/Revision Information</b>
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**Responsible Division/Office:** Human Resource Services

**Effective Date:** 7/1/2006

**Last Amended Date:** 07/15/2024

**Next Review Date:** 07/15/2026

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