

## 4.6 Parental Leave – (new)

As part of its efforts to foster a workplace in which professional success can be achieved while maintaining a quality personal and family life, the University supports employees and their families with leave opportunities for new parents. All requests for leave under this policy should be made as far in advance as possible, but generally not less than 30 days before the leave commences, and must be in writing and submitted to the appropriate personnel office (Academic Personnel or Human Resources). The following sections outline the leave program; however, employees and their supervisors should contact the appropriate personnel office (Academic Personnel 529-6724 or Human Resources 529-3131) for guidance and assistance with the process. The University will make appropriate arrangements to cover the employee's duties while the employee is on parental leave.

The running of the probationary period is suspended for all periods a SATSS employee is on parental leave during their probationary period.

There are a number of additional University-provided benefits designed to support employees and their families, e.g., flexible spending account, health insurance and dental insurance. Employees should contact Benefit Services for information regarding these benefits. Payroll deductions for tax purposes should also be considered and Payroll Services will assist the employee with any changes.

### **A. PARENTAL LEAVE**

The University provides all benefit-eligible employees with 12 weeks of Parental Leave to be used following the birth or adoption of a child. The purpose of parental leave is to provide a period of recovery from childbirth for the birth mother and a period of time for Parents (birth mothers, fathers, domestic partners and adoptive parents) to care for and bond with the newborn or newly-adopted child.

#### **1. PAID PARENTAL LEAVE**

- ❖ **Birth Mothers**-The University will provide up to six (6) weeks of paid parental leave (100% of regular salary or pay) to each birth mother to recover from childbirth and to care for and bond with the newborn.
- ❖ **Fathers, Domestic Partners and Adoptive Parents**- The University will provide up to three (3) weeks of paid parental leave (100% of regular salary or pay) to each father, domestic partner and adoptive parent to be used following the birth or adoption of a child to care for and bond with the child.

- Paid Parental Leave must commence immediately following the birth or adoption of a child, except:

With the approval of the appropriate personnel office, Paid Parental Leave may be taken prior to the event when deemed medically necessary or when required to fulfill the requirements for an adoption; or

In the event both Parents are employed by Miami University, the parents may elect to take their Paid Parental Leaves concurrently or consecutively.

**2. PARENTAL LEAVE FOR THE BALANCE OF THE 12 WEEKS**–The balance of the 12-week Parental Leave period may be taken on either a full or part-time basis as described below.

- ❖ **FULL-TIME LEAVE OPTION**–Parents may take Parental Leave on a full-time basis. This leave may be taken in consecutive weeks immediately following period of Paid Parental Leave or at a later time in a single period of consecutive weeks.
- ❖ **HALF-TIME LEAVE OPTION**–Parents who elect to take half-time Parental Leave must take the leave in consecutive weeks immediately following the initial period of Paid Parental Leave. Parents who elect to take half-time leave, in effect double the duration of their remaining leave.

\* Non-contract periods and summer instructional contracts do not affect the Parental Leave period.

**B. THREE MONTHS ADDITIONAL PARENTAL LEAVE OPTION**– Parents may take up to three months for Additional Parental Leave on the either a full or half-time basis. However, the three-month period is the maximum time period. It does not double to six months if the Parent elects the half-time leave option. Parents who elect to take all or part of the Additional Leave must take the leave in consecutive weeks immediately following the Parental Leave described in paragraph A.2.

\* Non-contract periods and summer instructional contracts do not affect the Parental Leave period.

### **C. GENERAL PRINCIPLES**

- ❖ **HALF-TIME DEFINED**–It is presumed that classified and unclassified staff members will work one-half day each day they are scheduled to work. Alternative working arrangements may be made at the direction of or with the consent of the supervisor, department head and appropriate Vice-President. Faculty who elect to work half-time following the birth or adoption of a child are required to have an approved plan of not less than 50% time that includes instructional assignments and must be approved by the chair, dean and provost.
- ❖ **SINGLE ELECTION**–A Parent may elect half-time leave only once. A Parent who is on leave on a half-time basis may elect to resume full–time leave or to return to full-time work before the exhaustion of the Parental Leave or Three Month Additional Parental Leave for the birth or adoption of a child. Any employee who elects to resume full-time leave or to return to full-time work is not eligible to take half-time leave again for the birth or adoption of the child for which the leave was originally taken.

- ❖ **FAMILY MEDICAL LEAVE-** All Parental Leave will run concurrently with Family Medical Leave (FML) to the extent the Parent has FML available (See Section 4.7).
- ❖ **12 MONTH LIMIT-** All Parental Leave and Three Month Additional Leave must be used within the 12 months immediately following the birth or adoption of the child.
- ❖ **EXHAUSTION OF PAID PARENTAL LEAVE-** Paid Parental Leave must be exhausted prior to the use of any other paid leave (sick leave, vacation, compensatory time). Paid Parental Leave does not reduce the employee's accrued time under any other University paid leave program (sick leave, vacation leave or compensatory time).
- ❖ **USE OF SICK LEAVE-** Parents may use accrued sick leave during parental leave if medically necessary and qualified under the University's sick leave policy.
- ❖ **USE OF OTHER PAID LEAVE-** Parents may use any other accrued paid leave (vacation time or compensatory time) during parental leave.

**BENEFIT ELIGIBLE-** For the purpose of this policy a benefit eligible employee is one who has an appointment of at least nine (9) months duration for at least 32 hours per week.