

PARENTAL LEAVE OF ABSENCE

Policy

As part of its efforts to foster a workplace in which professional success can be achieved while maintaining a quality personal and family life, Capital University supports employees by offering leave opportunities for new parents. The Parental Leave of Absence, outlined in this policy, runs concurrently with the Family Medical Leave Act (FMLA) and will not extend an employee's time. The FMLA policy may be reviewed at <http://www.capital.edu/19647.pdf>.

Documentation

The University requires notice and proper documentation before awarding this leave. Notice of an employee's intent to take a parental leave of absence should be given as far in advance as possible. Documentation could include a statement from a medical authority, adoption papers, or birth certificate. For births, notification should include the expected date of delivery and anticipated return date. It is understood that these dates are flexible and may reflect estimated dates.

Under the Parental Leave of Absence, employees must follow the request for leave process if they wish to resume employment at Capital University. Such arrangements should be made through the immediate supervisor to Human Resources. A leave of absence will be granted according to the conditions of the university's approved vacation and sick leave policies and the leave without pay policy for an employee's parental leave. Following the end of the parental leave, the employee will be offered reinstatement to the original position or one of like status and pay without loss of seniority.

Faculty members should meet with the Dean's Office to plan for appropriate coverage and workload expectations for the semester in which the absence is expected. Administrators and support staff members should work with their supervisors to plan arrangements for coverage of their job duties in their absence.

Pregnancy Leave

Paid leave is available under the Parental Leave Policy which reduces accrued vacation and/or sick leave. If the employee does not have accrued vacation or sick leave to cover the absence, the employee may use leave without pay. Leave is available as a seven week period for mothers who deliver through a natural delivery and a nine week period for mothers who deliver through Cesarean Section. Capital University requires a statement from a proper medical authority as to the state of health of the employee before returning to work from the Pregnancy Leave.

Adoption Leave

Paid adoption leave is also available under the Parental Leave Policy as a seven week period for the parent who is the primary caretaker of the adopted child. Any paid leave will reduce the employee's accrued vacation and/or sick leave. If the employee does not have accrued vacation or sick leave to cover the absence, the employee may use leave without pay. If the University employs both adoptive parents, only one parent may take advantage of the paid leave benefits for each adoption. This benefit is only available for adopted children who are six years old or younger at the time of the adoption.

Additional Leave

Parents, through birth *or* adoption, who are not the primary caretaker of the child and who do not qualify for leave provided to the birth mother, may qualify for up to five days of paid leave that would be reduced from the accrued vacation and/or sick leave. The leave of absence must be initiated no later than two months after the birth or adoption.

Payroll Impact

The employee must make arrangements with the university payroll department for the payment of benefit premiums during the time for which no salary is paid. No other benefits such as vacation or sick leave accrual will be extended during which time no salary is paid.

Approved by President's Cabinet on 1.12.11