



Name: Paid Parental Leave Policy  
Category: Administrative Policies  
Subject: Leaves of Absence  
Owner: Vice President of Human Resources  
Related Procedures: Not Applicable  
Related Forms: Parental Leave Request Form; FMLA Forms WH-381 and WH-380-E; Leave of Absence Request Form; Application for Short Term Disability Benefits

### **I. SCOPE**

This policy applies to all employees who have worked for the College for 12 months or 52 weeks and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

### **II. POLICY STATEMENT**

The College recognizes the importance of maintaining a healthy workforce and providing stability for employees during initial care and bonding with their children. This benefit is for employees caring for a child during the first year following the child's birth, lawful adoption placement, adoption, or initial placement through foster care.

### **III. POLICY**

The existing Section 7.03 "Pregnancy, Childbirth and Adoption Leave" is deleted, and the following new section substituted in its place:

#### **7.03 Paid Parental Leave**

The College provides up to twelve (12) calendar weeks of paid parental leave (hereafter "Parental Leave") to eligible employees upon the birth, lawful adoption placement, adoption or initial placement through foster care of a child and is caring for the child during the first year after the birth, adoption, or placement of the child. Parental Leave will run concurrent with the Family and Medical Leave Act (FMLA) and Short-Term Disability (STD) benefit, as applicable. The entitlement to Parental Leave shall expire at the end of the 12-month period beginning on the date of such birth, initial placement or adoption. An employee who terminates employment prior to the end of the 12-month period shall not be eligible for payment of any unused Parental Leave.

Parental Leave may be used for the following reasons:

- a. To care for or bond with a newborn child of an eligible employee;
- b. To care for or bond with a child under the age of 18 or age 18 or older incapable of self-care who is legally adopted or lawfully placed for adoption by an eligible employee;
- c. To care for or bond with a child under the age of 18 or age 18 or older incapable of self-care who is initially placed in foster care or before placement to prepare;
- d. To cover the elimination period in the State's STD program, if eligible, upon the birth of a child(ren); or
- e. To supplement the State's STD benefit, if eligible, not to exceed 100% of an employee's creditable compensation following the birth of a child.

Parental Leave must be taken in one continuous period of time. For the non-birthing parent, adoption, initial foster placement or for a legal adoption an employee may take up to two (2) consecutive weeks following the birth of the child. The remaining ten (10) weeks will be taken continuously within the 12-month period beginning on the date of such birth and adoption.

In the event that two employees of the College are eligible for Parental Leave for the same birth or adoption or initial placement in foster care, each employee may be approved to receive up to twelve (12) calendar weeks of Parental Leave, subject to operational needs.

Parental Leave expires twelve (12) months from the date of the birth or adoption or initial foster placement. Parental Leave is compensated at 100% of the employee's regular, straight-time pay.

The maximum number of weeks during which Parental Leave benefits are available to any individual employee in an application year is 12 weeks, regardless of the number of qualifying events.

College employees who directly transfer from another state agency without a break in service will receive credit for the time worked at their previous agency when determining eligibility for Parental Leave.

## **Procedures**

To apply for Parental Leave, an eligible employee shall:

- a. Notify their immediate supervisor in writing and discuss their request for Parental Leave with their immediate supervisor at least thirty (30) days in advance of the birth or adoption of a child.
- b. Complete the Parental Leave Request Form, the FMLA Forms, and initiate the STD claims process, if applicable. If a two (2) week time period leave is requested, a planned schedule is to accompany the request for the remaining ten (10) weeks and supervisor approval is required on the [Leave of Absence Request](#). Submit completed forms to your human resources office.
- c. Provide legal documentation of birth or adoption of a child within thirty (30) days of the birth or adoption to the employee's human resources representative. The name of the employee must appear on the birth certificate, a legal document establishing paternity, adoption agreement or other legal document establishing lawful adoption placement or legal adoption. Situations where a legal document cannot be provided within the required timeframe or a reasonable time thereafter, leave approval will be considered on a case-by-case basis. Examples of legal documents that will be considered are: a report of birth; a birth certificate; an adoption order; adoption agreement or other document verifying lawful adoption placement. The legal documents provided shall show the date of birth or date of adoption, age of child at the time of adoption, and the name of the parent(s).

## **Exclusions and Exceptions**

In the event that two employees of the College are eligible for Parental Leave for the same birth or adoption or initial placement in foster care, the aggregate number of weeks of leave to which both are entitled may be limited to 12 weeks during any 12-month period based on operational needs.

In the event of multiple births, adoptions or foster placements (e.g., the birth adoption or foster placement of twins) occurring as one event, the length of Parental Leave remains up to 12 calendar weeks for that multiple birth or adoption.

Employees are not eligible for the up to 12 weeks of Parental Leave for each lawful adoption or each foster placement or for each legal adoption of the same child(ren).

Surrogate mothers, sperm donors and/or their spouses/partners are excluded from coverage under this policy.

An employee may not use Parental Leave to cover an absence resulting from an administered disciplinary suspension.

**Use of Sick Leave for International Travel**

Employees who have been continuously employed on a full-time basis for at least one year at the time of application for leave can, upon prior approval by the appropriate Vice President and Campus Director (President for Office of the President employees), use accumulated sick leave to travel out of the United States for adopting a child from a foreign country if the employee provides documentation that they have applied for the adoption and that the travel is required for the adoption to be approved. Neither annual nor sick leave will accrue during the leave of absence if it is without pay.

**IV. EFFECTIVE DATE(S)**

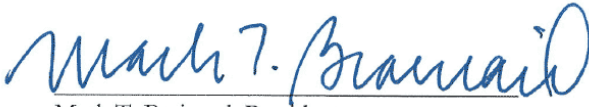
This policy is effective upon signature.

**V. FREQUENCY OF REVIEW AND UPDATE**

This policy will be reviewed annually.

**VI. SIGNATURE AND DATE OF APPROVAL**

Approved by the President in accordance with the Article IX, Section 2 of the DTCC Bylaws.

  
Mark T. Brainard, President

  
Date