Sample Parental Leave Policy #1

Eligible employees are entitled to paid parental leave following the birth, adoption or foster care placement of a child. To be eligible for paid parental leave, you must have been employed by the University for [e.g. twelve (12) Months] when the parental leave period begins. The amount of paid parental leave available for eligible employees will be determined as follows:

- **Primary caregiver** if you are the fulltime primary care parent during the period of the leave, you will be eligible for up to e.g. twelve (12) weeks] of leave at base pay;

- **Secondary caregiver** if you are the non-primary care parent, you will be eligible for up to [six (6) weeks] of leave at base pay.

Parental leave must be taken within the first [twelve (12) weeks] after the birth or adoption of a child. Eligible employees must apply for short-term disability benefits as a condition of receiving the salary continuation provided under this policy. Short-term disability benefits will offset, and are not in addition to, the salary continuation provided under this policy. If eligible for parental leave, you must apply all accrued, unused sick days and vacation time to the balance of the parental leave period.

In addition to the period of paid parental leave, the primary caregiver may request up to an additional [e.g. twelve (12) weeks] of parental leave without pay, subject to the approval of [your supervisor/manager]. The non-primary caregiver may not extend parental leave beyond the paid leave period.

While on paid parental leave you will continue to receive [all employee benefits previously provided] on the same terms as an active employee and will remain eligible for salary increases and bonuses. If you remain on approved leave beyond the paid parental leave period, your eligibility for benefits during your unpaid leave will be determined in accordance with the university’s policy for other types of unpaid leave.

In general, the period of paid and unpaid parental leave should not extend beyond [e.g. six (6) months] for the primary caregiver. When you are ready to return from parental leave, the University will attempt to reinstate you to your former position. If you fail to return to work at the end of the approved leave period, you will be considered to have voluntarily resigned, effective as of the day following the last day of the authorized leave period.

This policy supplements your FMLA benefits, but does not supersede the need for a separate FMLA policy for covered employers. [Where applicable: Parental Leave runs concurrently with, and will be applied to, any qualifying Family and Medical Leave to the extent consistent with applicable law]
Sample Parental Leave Policy #2

Introduction
This policy provides paid time off for eligible employees to care for a newly born infant or adopted child.

Policy Statement
The University provides eligible employees up to 6 weeks of paid time off to care for a newly born infant or adopted child. Staff who currently work at least 975 hours per year and who have worked at least 975 hours per year for the previous four continuous years are eligible to take up to six weeks of parental leave at full pay. Seasonal/intermittent positions are excluded from coverage under this policy.

This benefit is available to biological and adoptive parents and is available as of the date of birth of the child or date of placement for adoption. The benefit can be taken any time within the 12 week period after the date of birth or placement for adoption, but the weeks must be taken consecutively. In the event that both parents work at the university and meet the eligibility requirements, both are eligible for the benefit.

Departmental Parental Leave Benefit Reimbursement. Departments may be reimbursed for the cost of hiring replacement staff, if needed, to cover the absent staff member's duties.

- Reimbursement is for up to six weeks of the actual cost of a replacement (salary including the fringe benefit rate); is restricted to work performed within six weeks following the date the child is born or adopted. This reimbursement will not exceed six weeks of the regular employee's base pay (cost of salary without benefits).
- Reimbursement is only available to a department when the staff member on leave is eligible for Parental Leave Benefit.
- If the regular staff member chooses to extend the leave beyond six weeks, the department assumes all financial responsibility for any replacement staff.