

# Staff Personnel Manual (SPP)

## SPP 708: Parental Leave Benefits

Effective: 10/16/2006

Revised: 1/1/2024

### Purpose

To provide paid-leave benefits for a period of absence from work, not to exceed 12 weeks, for the purpose of bonding with the child following the birth or adoption of a child.

### Source

University policy

### Eligibility

All [non-faculty administrators](#), [university staff](#), and [classified staff](#) who have been employed at ASU for at least 12 months in a benefits-eligible position and have worked at least 1,250 hours during the 12 months immediately prior to the leave date

### Policy

Twelve weeks of paid parental leave is available to an eligible employee who is absent from work due to their birth or adoption of a child.

Parental leave benefits are paid at 100 percent of the employee's regular rate of pay, based on FTE. The leave benefit is limited to a total of 12 weeks and must be used within 12 months of the birth or adoption of the child. For purposes of adoption, the employee may choose to take the leave based on either the date on which the child is placed with the adoptive parents or the date on which the adoption is finalized, but only one 12 week leave may be taken in connection with the adoption of the child.

Leave must be used in a single 12-week block of time, either continuously or intermittently. Use of intermittent leave will not extend the 12-week benefit period. If the employee becomes eligible for the leave benefits after the date of the event, but within the 12 week period, only the remaining portion of the 12-week benefit will be allowed.

Parental leave benefits may be paid to the birth, biological, or adoptive parent or their spouse or domestic partner. If both parents, spouses ,or both domestic partners are ASU employees and both request leave for the same qualifying event, a maximum combined benefit of 18 weeks is available and is divided as designated by the employees, but limited to a maximum of 12 weeks for either employee

The university reserves the right to require substantiation of the birth or the adoption (placement or finalization) that would allow the employee to receive parental leave benefits.

### Requesting Leave

Parental leave benefits are paid in conjunction with the employee requesting either Family Medical Leave or Extended Leave of Absence. The request should be made by the employee submitting a [Leave of Absence Request Form](#) to his/her

immediate supervisor at least 60 days before the leave is to begin, if the leave is foreseeable. If the leave is not foreseeable (e.g., for adoption), the employee must provide a written request as far in advance as is possible. All requests should specify an approximate start date and an end date.

## **Coordination**

### **Leave of Absence Policies**

Parental leave benefits may be paid and run concurrently with an FMLA leave ([SPP 705-02](#), “Family Leave of Absence”), if applicable, or an extended leave of absence ([SPP 705-01](#), “Extended Leave of Absence”). However, FMLA eligibility rules apply to the FMLA portion of the leave.

### **Other ASU Leave Benefits Plans**

The use of parental leave benefits will not reduce an employee’s balance of available accrued time under any other university paid leave benefits plan (e.g., health or vacation). However, while receiving parental leave benefits, the accrual of health ([SPP 701-01](#), “Health Leave Benefits”), or vacation hours ([SPP 702-01](#), “Vacation Leave Benefits”) will be calculated solely on the number of parental leave hours paid.

After the 12 weeks of paid parental leave benefits, the employee’s use of accrued compensatory, health, or vacation hours is governed by either [SPP 705-02](#), “Family Leave of Absence,” or [SPP 705-01](#), “Extended Leave of Absence.”

### **Insurance Premiums**

Because the employee remains in pay status during parental leave, the university will continue to pay the employer’s portion of health insurance premiums for benefits coverage and the employee will remain responsible for the employee’s portion.

### **Retirement Contributions**

The employee will continue to earn retirement service credit while receiving parental leave benefits. Retirement contributions will be deducted from the employee’s pay as usual and the employee’s contribution will be paid by the university.

### **Stillbirth**

Parental leave benefits may be paid in cases of stillbirth or infant death within the first 12 weeks of delivery. In such an event, a maximum of 12 weeks of paid parental leave benefits will be paid within the first 12 weeks of delivery. This form of paid parental leave is used in place of the university’s bereavement policy ([SPP 704-05](#), “Bereavement Leave Benefits”). Additional time may be used under [SPP 705-02](#), “Family Leave of Absence,” [SPP 705-01](#), “Extended Leave of Absence,” and [SPP 701-01](#), “Health Leave Benefits” when supported by medical documentation.

## **Failure to Return to Work**

The employee must reimburse ASU the salary paid under this policy if the employee:

1. fails to return to work after the expiration of this leave and/or any other authorized leave period (e.g., family leave or extended leave of absence)
- or
2. returns, but fails to remain actively at work for at least 30 calendar days.

ASU will excuse reimbursement when the failure to return is due to the continuation, recurrence, or onset of a serious health condition of the employee or the child that would otherwise qualify the employee to leave under the family leave policy, or other circumstances beyond the employee’s control.

## **Additional Information**

For additional information, see the [ASU Parental Leave Policy—Frequently Asked Questions](#) page of the Office of the University Provost’s Web site.

## **Cross-References**

For information on leaves of absence from the university, see:

1. [SPP 705–02](#), “Family Leave of Absence”
- and
2. [SPP 705–01](#), “Extended Leave of Absence.”

For information on salary continuance policies while an employee is absent from work, see:

1. [SPP 701–01](#), “Health Leave Benefits”
- and
2. [SPP 702–01](#), “Vacation Leave Benefits.”