

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: I.02.19.01

DATE: October 2025

REVIEW/REVISION DATES:

SUBJECT: Parental Leave Policy

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

The purpose of this policy is to provide paid parental leave to eligible employees in connection with birth, stillbirth, miscarriage, adoption, and foster care.

POLICY

JSU offers its full-time employees parental leave in accordance with the following guidelines:

A. Definitions

1. Institutional Base Salary or IBS is defined as the base rate of pay for the applicable time period (annually, monthly, weekly or hourly) on the Argos Position Budget Report.
2. Eligible Employee is defined as a full-time JSU employee (faculty and staff) who has been employed for at least twelve (12) consecutive months immediately preceding the occurrence of a qualifying event.
3. Healthcare Professional is defined as a physician, physician assistant, nurse practitioner, or midwife who is licensed to practice in his or her respective field in the State of Alabama.

4. Miscarriage is defined as the loss of an unborn child at or after twelve weeks gestation and is confirmed in writing by a Healthcare Professional. The term does not include an abortion as defined in Alabama Code 26-23H-3 unless necessary to prevent a serious health risk to the unborn child's mother as permitted under Alabama Code 26-23H-4.
5. Parental Leave is defined as the paid leave provided by JSU to an Eligible Employee in connection with a qualifying event.
6. Qualifying Event is defined as any of the events that entitle an Eligible Employee to Parental Leave.
7. Stillbirth is defined as the loss of an unborn child at or after 20 weeks gestation that is confirmed in writing by a Healthcare Professional. The term does not include an abortion as defined in Alabama Code 26-23H-3 unless necessary to prevent a serious health risk to the unborn child's mother as permitted under Alabama Code 26-23H-4.

B. Policy

1. An Eligible Employee who is female who gives birth, experiences a Stillbirth, or has a Miscarriage on or after January 1, 2026, shall be entitled to eight (8) weeks of Parental Leave..
2. An Eligible Employee who is male shall be entitled to four (4) weeks of Parental Leave in connection with the birth, Stillbirth, or Miscarriage of his child which occurs on or after January 1, 2026.

3. An Eligible Employee shall be entitled to eight (8) weeks of parental leave in connection with the new placement of a child with the Eligible Employee for adoption or foster care which occurs on or after January 1, 2026, provided the child is three years of age or younger at the time that he or she is placed with the Eligible Employee. In the event that parents who jointly adopt or foster a child are both Eligible Employees, one parent shall be entitled to eight (8) weeks of Parental Leave in connection with the adoption or foster and one parent shall be entitled to four (4) weeks of Parental Leave in connection with the new adoption or foster care of a child.
4. To be considered for Parental Leave, an Eligible Employee must do the following:
 - a. Complete the Family Medical Leave Act ("FMLA") form available on Human Resources' website detailing your plan for taking Parental Leave. The FMLA form will seek acceptable proof in support of the request for Parental Leave. The FMLA form must be submitted at least thirty (30) days before the Qualifying Event and will include the Eligible Employee's plans for Parental Leave and suggested coverage of duties during the Parental Leave. As part of the FMLA form, the Eligible Employee must agree to return to work for at least eight weeks following the conclusion of any Parental Leave taken after a Qualifying Event.
 - b. The requirements found in the previous section may be waived if the Qualifying Event is an emergency. Eligible Employees who are unable to complete this requirement due to an emergency should do so as soon as practicable, preferably within one to two (1-2) business days after the need for Parental Leave becomes known.

5. Human Resources will approve or deny an Eligible Employee's request for Parental Leave. The Eligible Employee's supervisor, Department Head or Dean will be responsible for arranging coverage of the Eligible Employee's job duties during Parental Leave. Further, the supervisor, Department Head or Dean will approve the proposed schedule if the Parental Leave is intermittent or on a reduced leave schedule.
6. If the Eligible Employee fails to comply with the requirements of section 4, then Parental Leave may be denied. If the Eligible Employee fails to return to work as described in section 4.a., then JSU may recover from the Eligible Employee, by offset or otherwise, an amount equal to the Eligible Employee's Institutional Base Salary multiplied by the number of hours the Eligible Employee failed to work in compliance with the return to work agreement.
7. Parental Leave authorized by this policy can be used consecutively, intermittently, or on a reduced leave schedule, subject to the following limitations:
 - a. The Parental Leave shall be used within 365 days of the Qualifying Event or within 365 days of the Eligible Employee taking Parental Leave for a Qualifying Event, whichever occurs sooner.
 - b. An Eligible Employee may only use Parental Leave in connection with one Qualifying Event during a 365 day period, even if more than one Qualifying Event occurs.
 - c. The Eligible Employee shall maintain a continuing parental role with any child whose birth, adoption or foster was a Qualifying Event.
8. Parental Leave taken by the Eligible Employee shall run concurrently with leave taken under the Family and Medical Leave Act of 1993, codified at 29 U.S.C. §§ 2601–2654.

9. Upon the expiration of an Eligible Employee's Parental Leave, the Eligible Employee shall be restored to the position that he or she held at the time of the Qualifying Event or to an equivalent position with equivalent benefits, pay and benefits and service credits that the Eligible Employee received or was entitled to receive prior to taking the Parental Leave. An Eligible Employee's entitlement to cost-of-living increases and eligibility for tenure shall not be adversely affected by the taking of approved Parental Leave.
10. During approved Parental Leave, an Eligible Employee will continue to receive 100% of his/her Institutional Base Salary.
11. An Eligible Employee is not required to exhaust sick or annual leave before taking approved Parental Leave.
12. An Eligible Employee continues to accrue sick and, if applicable, annual leave on the same basis as if he/she were actively working.
13. Approved Parental Leave has no cash value and it may not be used to calculate an Eligible Employee's retirement benefits.
14. Parental Leave cannot be accumulated or carried forward for future Qualifying Events and is not payable to the Eligible Employee if unused.
15. While on Parental Leave, the Eligible Employee remains responsible for his /her share of all health care benefits contributions consistent with the contributions in place prior to leave.
16. An Eligible Employee may choose to withdraw from the Sick Leave Pool ("SLP") once his/her Parental Leave benefits have been fully exhausted, provided that all requirements for withdrawal are met in accordance with the Sick Leave Pool policy. To be eligible to receive benefits through the SLP, a SLP member must first exhaust any and all accrued sick, annual, and compensatory leave.

RESPONSIBILITY

The Human Resources Director, along with University Counsel, has responsibility for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.