

Procedure 506-6 – Parental Leave

Eligibility

Employees classified as full-time regular, part-time partial-plus, and part-time partial are eligible for paid parental leave. There is no waiting period for use of parental leave. The employee need not be eligible for leave under the Family and Medical Leave Act (FMLA) to use parental leave. Spouses and domestic partners who are both eligible employees may each take the maximum amount of leave available under this policy for the same qualifying event; they are not required to share the leave.

Qualifying Events

Employees may use parental leave to care for and bond with their child after the birth of the child or following placement of a child with the employee for adoption or foster care. For purposes of parental leave, the child of the employee's spouse or domestic partner will be deemed the employee's child regardless of biological connection.

Parental leave must be used within twelve months of the birth or placement of the child.

Leave Limits

Benefit Type	Maximum Per Event
Part-time Partial	80 hours
Part-time Partial-Plus	120 hours
Full-time Regular (40 hr/wk or 12-hr shifts)	160 hours
Full-time Regular (24-hour shift)	240 hours

A pregnancy or placement is a single event regardless of the number of children involved.

Requests

Employees must follow department/agency/office leave procedures when requesting parental leave. Where practical, employees should provide reasonable notice of their need for leave. Leave is subject to department/agency/office approval.

Use

Parental leave may be used on a continuous, intermittent, or reduced schedule basis subject to department/agency/office approval. Paid parental leave will be recorded in ¼ hour increments for non-exempt employees and in half-day or full-day increment for exempt employees. Employees may not be paid more leave per day than they are normally scheduled to work. Paid parental leave will not count as hours worked for purposes of calculating overtime.

Relationship to FMLA and Other Leave Policies

If the employee qualifies for leave under the FMLA, the paid parental and FMLA leave will run concurrently. In such cases, parental leave will be applied to FMLA prior to any other form of paid leave. Employees are not required to exhaust vacation or sick leave before using paid parental leave.

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