

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	January 2003
Policy 4.7.14	Parental Leave	Responsibility:	Vice President for Human Resources

PARENTAL LEAVE

Policy

This policy provides for the administration of parental leave. Parental leave is limited to, and begins on the date of, the birth of a natural child of the employee or the adoption by or foster care placement with the employee of a child younger than three years of age.

University employees who are not eligible for “Family and Medical Leave” may use parental leave.

An individual who has been employed for less than twelve (12) months by the state or who worked less than 1,250 hours during the twelve-month period immediately preceding the beginning of leave is eligible to take a leave of absence not to exceed twelve weeks. The employee must first use all available and appropriate vacation and sick leave while on parental leave. After the employee exhausts paid vacation and applicable sick leave, the remainder of the parental leave period is leave without pay.

Sick leave may be used in conjunction with parental leave when a child under the age of three (3) is adopted if the child is actually sick.

Procedures

1. Employees must request parental leave in advance and in writing.
2. The supervisor has responsibility for approving any parental leave requests.
3. Employees must first use all available and applicable paid vacation and sick leave while taking parental leave, and the remainder of the leave is unpaid.
4. If the employee is placed on leave without pay, the employee must contact the Office of Human Resources to make arrangements for the payment of insurance premiums while on leave.

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5. Employees should show the time away from work as “Other” and provide an explanation on time reports and records.
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