



# University of North Alabama

## Employee Policy Manual and Handbook

### Paid Birth Recovery Leave Program Policy

The University recognizes the importance of a period of paid leave for medical recovery from childbirth. This leave may be used in conjunction with other forms of paid and unpaid leave following the birth of a child.

#### Paid Birth Recovery Leave

Four weeks of paid Birth Recovery Leave per year will be provided to eligible employees who give birth and are eligible for Family and Medical Leave (FMLA). Birth recovery leave specifications are as follows:

- Must be taken immediately following the birth;
- Must be taken consecutively in one-week increments;
- Limited to one paid birth recovery allotment per rolling calendar year; and
- Paid at 100 percent of straight-time, regular, base pay or salary (excludes summer pay).

#### Eligibility

Eligible employees must meet the following requirements:

- Must be a full-time, regular faculty or staff member;
- Must have completed two full calendar years of employment in an active status (inclusive of nine- and ten-month appointments);
- Must be a birth parent;
- Must be eligible for Family and Medical Leave (FMLA) –
  - Requirement of 12 previous months of service, and
  - Service of at least 1,250 hours in the previous 12 months.

#### Leave Considerations

If the birth occurs outside of a regular appointment period, employee will only be eligible for the balance of the four-week recovery period that overlaps the next regular appointment period.

Eligible employees are limited to one birth recovery leave period per 12-month rolling year.

#### Coordination with other Leave Types

Paid birth recovery leave must be taken in concurrence with Family and Medical Leave (FMLA).

Eligible employees who qualify for paid birth recovery leave (if approved) must exhaust birth recovery leave prior to using paid parental leave.

Birth recovery leave may be used in conjunction with a variety of paid leave types such as sick leave, annual leave, and compensatory time not to exceed the 12-week Family and Medical Leave (FMLA) maximum.

If a paid university holiday occurs during a week of paid birth recovery leave, no additional pay or time off will be provided for the University holiday. For example, if a week of paid birth recovery leave occurs during the week of Memorial Day, the employee is not also entitled to holiday pay or a day off at another time. Paid birth recovery leave should not be used during whole holiday weeks such as Spring Break and the two-week Christmas holiday break. In the case of whole holiday weeks, the balance of the four-week entitlement will resume the week immediately following the holiday week(s).

## **Notice and Application for Leave**

An eligible employee should make application for paid birth recovery leave at least 60 days prior to the birth, unless not practicable.

Following proper notice to the supervisor, an eligible employee who plans to use paid birth recovery leave should complete a Request for Paid Birth Recovery Leave form (*\*form in development*). The request will be routed to Human Resources who will, in turn, provide instructions for next steps to include Family and Medical Leave (FMLA) request forms to be completed by a medical provider.

## **Required Documentation**

Eligible employees who make application for paid birth recovery leave will be required to provide the following documentation:

- Completed Request for Paid Birth Recovery Leave form (*\*form in development*);
- Family and Medical Leave (FMLA) certification completed by medical provider – employee must contact HR to begin this certification process;
- Birth certificate that lists the eligible employee as birth parent (must be provided to Human Resources within three (3) business days of receipt).

*Approved by the Board of Trustees, 09/08/2023*