



# University of North Alabama

## Employee Policy Manual and Handbook

### Paid Parental Leave Program Policy

Recognizing the need for work-life balance as it relates to bonding with a new child, the University provides eligible employees with paid parental leave.

#### Paid Parental Leave

Four weeks of paid parental leave per year will be provided to eligible employees who experience a qualifying event\* as defined below. Leave usage requirements are as follows:

- Must be taken within 12 months of the qualifying event\*;
- Can be taken intermittently or consecutively, but must be taken in one-week increments;
- Limited to one paid parental leave allotment per rolling calendar year; and
- Paid at 100 percent of straight-time, regular, base pay or salary (excludes summer pay).

#### Eligibility

Eligible employee 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 the legal parent of a newborn or newly adopted/placed child. The name of the employee must be listed on the child's birth certificate or certified legal document that establishes adoption/placement.
- 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.

#### \*Qualifying Event

Parental Leave is granted to each eligible employee for one of the following qualifying events per rolling calendar year:

- Birth of a newborn child;
- Adoption of a child under the age of seven (7); and/or
- Placement of a foster child under the age of seven (7).

#### Leave Considerations

If the qualifying event occurs outside of a regular appointment period (e.g., during the summer months), then eligibility for paid parental leave will begin with the next regular appointment period (if applicable) and will end at the close of said appointment period.

Eligible employees are limited to one qualifying event per child and one qualifying event per 12-month rolling year.

#### Coordination with other Leave Types

Paid parental leave will be used concurrently with Family and Medical Leave (FMLA).

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

Paid parental 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 university holiday occurs during a week of paid parental leave, no additional pay or time off will be provided for the University holiday. For example, if a week of paid parental leave occurs during the week of Memorial Day, the employee is not also entitled to holiday pay or a day off at another time. Parental leave should not be used during whole holiday weeks such as Spring Break and the two-week Christmas holiday break.

### **Notice and Application for Leave**

If the need for paid parental leave is foreseeable, an eligible employee should make application at least thirty (30) days prior to the anticipated qualifying event. However, if the need for paid parental leave is unforeseeable, an eligible employee should provide as much notice as possible.

Following proper notice to the supervisor, an eligible employee who plans to use paid parental leave should complete a Request for Paid Parental Leave form (*\*form in development*). The request will be routed to Human Resources who will, in turn, provide instructions for the 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 parental leave will be required to provide the following documentation:

- Completed Request for Paid Parental Leave form (*\*form in development*);
- Family and Medical Leave (FMLA) certification completed by medical provider – employee must contact HR to begin this certification process;
- Medical documentation for childbirth –
  - Birth certificate that lists the eligible employee as a parent;
  - Must be provided to Human Resources within three (3) days of receipt.
- Documentation for Adoption or Foster Care –
  - Legal documentation must provide the date of the adoption and/or placement of a child for adoption or foster care with the eligible employee;
  - Must be provided to Human Resources within three (3) business days of receipt.

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