

POLICY 11
APPROVED AND UNAPPROVED ABSENCES

Rule 11.15 - Parental Leave

Upon request, an employee who has completed six months of continuous employment in a trainee, apprentice, learner, or status appointment, or in a provisional appointment intended to be permanent, shall be granted parental leave with pay for up to two weeks immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years of age. Parental leave is limited to one leave per twelve-month academic appointment year. An employee who resigns employment before or at the expiration of the parental leave normally shall be required to reimburse the University for the cost of wages paid during the leave.

Regulations

11.151 Effective Date

Parental leave applies for births and adoptions which occur on or after July 1, 1997.

11.152 Leave to be Taken Following Birth or Adoption

Parental leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home. Parental leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption. The leave cannot be taken on an intermittent schedule, or on a reduced leave schedule for a period lasting longer than two weeks.

11.153 Request for Leave

An employee requesting parental leave must submit a request to the employing unit for approval.

11.154 Relationship to Family and Medical Leave

Parental leave is automatically counted toward the twelve week entitlement under the Family and Medical Leave policy for eligible employees.