Paid Parental Leave Frequently Asked Questions

Am I eligible for paid parental leave?

If you are full-time faculty or staff employed by the University for at least 12 months (do not need to be consecutive) and have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin, you are eligible for this policy.

For what can I use paid parental leave?

The purpose of paid parental leave is to allow bonding time following the birth or adoption of your child.

How much paid parental leave is being offered by the University?

If eligible, you will receive up to a maximum of four weeks (20 work days) of paid parental leave per birth or adoption of a child. In no case will you receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that twelve-month timeframe.

Is there a certain timeframe in which I must take the four weeks of paid parental leave?

You may take approved paid parental leave at any time during the 12-month period immediately following the birth or adoption of your child. Paid parental leave may not be used or extended beyond this 12-month time frame and must be completed by the child’s first birthday or the first anniversary of the adoption of the child. (In order to receive the full paid benefit, you would need to begin the leave four weeks before the child’s first birthday or the first anniversary of the finalization of the child’s adoption.

Must the four weeks for paid parental leave be taken all at once?

Yes. Paid parental leave must be taken in one continuous period of leave.

If I have a multiple birth (twins, triplets, etc.) am I eligible for more than four weeks of paid parental leave?

No. The paid parental leave benefit provides up to four weeks of paid leave per birth event or adoption event, regardless of multiple births (twins, triplets, etc.) or adopting more than one child. However, you may take advantage of the benefit again later for a different birth or adoption.

Does the Paid Parental Leave Policy apply to foster children?

No. The policy only covers birth or adoption.

How do I apply for this benefit?

A completed and signed Request for Paid Parental Leave Form and other required documentation should be submitted to the FMLA Administrator.

Is documentation necessary for paid parental leave?

Yes, appropriate documentation is required and must be submitted with the request form.
• For a birth, documentation such as a birth certificate or hospital confirmation.
• For a child’s adoption, documentation such as an adoption order.

Am I required to take FMLA concurrently with paid parental leave?
Yes, if you are eligible for FMLA the paid parental leave will be taken concurrently with FMLA.

If I complete the Paid Parental Leave Request Form do I also need to fill out FMLA forms?
If you complete the Paid Parental Leave Request Form and are eligible for paid parental leave and FMLA, no additional forms are required while you are on paid parental leave. If you are going to request FMLA before or after the period of paid parental leave then they will need to fill out FMLA forms.

Can I receive short-term disability benefits and paid parental leave benefits at the same time?
No. You cannot receive short-term disability benefits and paid parental leave benefits at the same time. If you are eligible for short-term disability benefits after giving birth to a child, you should complete the short-term disability period (generally eight weeks) and then take paid parental leave.

Will my benefits status be affected if I take paid parental leave?
No. The University will maintain all benefits for you during the paid parental leave period just as if you were taking any other University paid leave such as paid vacation leave or paid sick leave.

What happens if a holiday falls during my paid parental leave?
If a University holiday(s) occurs while you are on paid parental leave, such holiday(s) will not extend the total paid parental leave entitlement, and you will not receive additional holiday pay for the day.

My spouse and I are both employed at the University. Do we both get four weeks of paid parental leave?
Yes. Both you and your spouse will each be given four weeks of paid parental leave individually.

If I get married and adopt my spouse’s children am I eligible for paid parental leave?
No. Adoption of your spouse’s children does not meet the eligibility criteria for this benefit.

Does paid parental leave apply to bargaining units?
This policy may not be applicable to you, if you are covered under a union contract. If you are covered under a union contract, you should refer to your respective contract.