PAID PARENTAL LEAVE FREQUENTLY ASKED QUESTIONS

Who is eligible for Paid Parental Leave?

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 are eligible for this policy.

What is the effective date of the Paid Parental Leave Policy?

The Paid Parental Leave Policy is effective September 1, 2018.

What can Paid Parental Leave be used for?

The purpose of Paid Parental Leave is to allow for bonding time following childbirth or initial placement of a child for adoption.

How much Paid Parental Leave is being offered by the University?

Eligible employees will receive up to a maximum of four (4) weeks (20 work days) of paid parental leave per birth or adoption of a child. In no case will an employee receive more than four (4) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

Is there a certain timeframe in which the 4 weeks of Paid Parental Leave must be taken?

Approved paid parental leave may be taken at any time during the twelve-month period immediately following the birth or adoption of a child. Paid parental leave may not be used or extended beyond this twelve-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 4 weeks before the child’s first birthday or the first anniversary of the adoption of the child.)

Must the 4 weeks for Paid Parental Leave be taken all at once?

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

If an eligible employee has multiple births (twins, triplets, etc.) are they eligible for more than four weeks of Paid Parental Leave?

No. The 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, staff members 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.

Is an employee 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 an eligible employee completes the Paid Parental Leave Request Form do they also need to fill out FMLA forms?

If an employee completes the Paid Parental Leave Request Form and is eligible for Paid Parental Leave and FMLA, no additional forms are required while the employee is on Paid Parental Leave. If the employee is going to request FMLA before or after the period of Paid Parental Leave then they will need to fill out FMLA forms.

Can an eligible employee receive short-term disability benefits and paid parental leave benefits at the same time?

No. An employee cannot receive short-term disability benefits and paid parental leave benefits at the same time. If an employee is eligible for short-term disability benefits after giving birth to a child, she should complete the short-term disability period (generally 8 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 employees during the paid parental leave period just as if they 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 the employee is on paid parental leave, such holiday/s will not extend the total paid parental leave entitlement, and the employee will not receive additional holiday pay for the day.

My spouse and I are both employed at the University. Do we both get 4 weeks of Paid Parental Leave?

Yes. Both you and your spouse will each be given 4 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 are not eligible for this benefit.

Does Paid Parental Leave apply to bargaining units?

This policy may not be applicable to employees covered under a union contract. Employees covered under a union contract should refer to their respective contract.