



## POLICY

Title:	<b>Paid Parental Leave</b>
Effective Date:	April 22, 2022
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources and Administrative Services
History:	N/A
Related Documents: Procurement of Personnel; EEO/Affirmative Action.	

### I. PURPOSE

Salus University is committed to supporting its workforce and its working families. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child.

### II. POLICY

Salus University will provide up to a maximum of four (4) weeks of paid parental leave to eligible employees following the birth of an employee's child or upon receipt of final adoption decree. Parental leave runs concurrently with an approved leave under FMLA.

Paid parental leave may be taken at any time during the 12-month period immediately following the birth of the child or the 12-month time frame and must be completed before the child's first birthday or the first anniversary of the adoption of the child.

### III. DEFINITIONS:

**Eligible Employee.** A Regular full-time or regular part-time Employee who has been continuously employed by the University for the immediate twelve (12) months preceding the Qualifying Event and meets the Family and Medical Leave Act (FMLA) entitlement and eligibility requirements.

**FMLA.** The Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601, et seq., is the federal law that requires qualifying employers to provide at least 12 weeks of leave (with or without pay) with benefits within a 12-month period for certain qualifying reasons, as long as the

employee was employed at least one year and worked at least 1,250 hours during the previous 12-month period.

**Qualifying Event.** The birth of a Child to an Eligible Employee or the adoption that occurs on or after the effective date of this policy.

**Child.** A child newly born to, or adopted (before the age of 18) by, an Eligible Employee or an Eligible Employee's spouse or domestic partner.

**Paid Parental Leave.** Four (4) weeks of paid leave (140 hours for employees with a standard work schedule of 35 hours per week and 160 hours for a standard work schedule of 40 hours per week) provided to Eligible Employees for a Qualifying Event. Part-time Eligible Employees will receive leave prorated based on the employee's regular hours worked.

#### **IV. PROCEDURE**

##### **Eligibility**

Employees must meet the legal eligibility requirements of the federal Family & Medical Leave Act as it pertains to the birth or adoption of a child. This policy does not apply to the adoption of a stepchild by a stepparent or the placement of a foster child.

If both parents are employees of the University at the time of the birth or adoption of the child, both parents are eligible for the paid parental leave.

##### **Use of Parental Leave**

Upon approval of an applicable qualified FMLA Leave, paid parental leave shall automatically be granted to Eligible Employees.

Paid parental leave will run concurrently with the FMLA leave.

Paid Parental Leave shall be used within 12 months immediately following the Qualifying Event. The absence must commence and end within this 12-month period.

Parental leave may not be taken on an intermittent basis. All four weeks of parental leave must be taken consecutively.

Any Paid Parental Leave not used within 12 months of the Qualifying Event will be forfeited. Paid Parental Leave may not be used prior to the birth of the Child.

The occurrence of a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the four-week total amount of paid parental leave granted for that event.

##### **Payment**

Paid Parental Leave shall be paid at the Eligible Employee's regular, base pay.

Paid Parental Leave used will not count for purposes of calculating overtime. Employees on Paid Parental Leave will be removed from overtime equalization units. Eligible Employees shall not be permitted to return to work during any work shift while on Paid Parental Leave.

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.

Paid Parental Leave cannot be converted to other paid leave; cannot be saved for a future Qualifying Event; and is not payable upon separation from employment.

When both parents are Eligible Employees, each may receive the full Paid Parental Leave entitlement. Both parents may take the leave simultaneously or at different times, provided that the leave taken by each parent commences and is completed within 12 months immediately following the Qualifying Event.