

PARENTAL LEAVE REQUEST AND APPLICATION PROCESS

Before beginning your application for Parental leave, please carefully review the following.

Paid Parental Leave provides eligible University employees with up to six weeks of paid leave for the birth, adoption, or foster placement of a child. During the period of approved Parental Leave your base salary and benefits will continue without interruption. Parental Leave is available in a continuous, up to six-week period only, consistent with the employee's percentage of time employed and work schedule. In all cases the maximum possible leave available to an employee will be pro-rated in accordance with the employee's normal work hours and schedule. An employee, for example, who is employed at 50% time may be eligible for up to 120 hours of Parental Leave within the consecutive six-week period, not 240 hours over a 12-week period.

An employee may not use paid Parental Leave intermittently or to work a reduced work schedule.

During the period of approved Parental Leave your base salary and benefits will continue without interruption.

Parental Leave is available to benefits-eligible employees who are a birth, adoptive, or foster parent, and to employees who are the legal spouse of the birth, adoptive, or foster parent. Domestic partners are not eligible.

When both parents are employees eligible for paid Parental Leave, the paid leave availability is limited to a combined total of up to six weeks (up to 240 hours). The leave will be shared between the employees in the manner they choose. And the leave will be allocated equally between the two employees if the employees are unable to agree on the allocation of paid Parental Leave.

Parental Leave may begin no earlier than the date of birth, adoption, or foster placement and must be completed no later than 12 months following the birth, adoption, or foster placement. For adoption and foster placement, Parental Leave is available for children under 18 years of age.

To qualify for Parental Leave you must be eligible on the date of the birth, adoption, or foster placement, and on the dates requested for Parental Leave.

Eligibility requires:

- Approval of Family Medical Leave (FML). Parental Leave is not available if you are not also approved for the same or longer period of FML.
- You must be employed with the University in a benefits-eligible position for the consecutive 24-months immediately prior to the birth, adoption, or foster placement, and continue in benefits-eligible employment for the dates of leave requested.
- The birth, adoption, or foster placement event must occur on or after the implementation date of this Policy.

In determining 24 months of consecutive employment, a break in service of 31 calendar days or less will not be counted against eligibility. As example, an employee transferring between UAS campuses with a break in service of three weeks may still qualify for Parental Leave.

Paid Parental Leave is not available in the loss of a child of any form including termination of pregnancy, miscarriage, stillbirth, stillborn baby, or neonatal death.

Contact your campus HR Office for details and assistance in the application for Parental Leave and refer to the FML Birth, Adoption, and Foster Placement form attached.

Depending upon the details of your requested leave, additional documentation, including the FML Certification of Health Care Provider may be required.

Please remember, if you plan to enroll your child in the University health plan or other benefits, enrollment must be completed within no more than 31 days of the birth, adoption, or foster placement.