Parental Leave Procedures

Eligible employees may take Parental Leave with reasonable advance notice and in consultation with supervisors. The following procedures provide guidance to departments on how to administer the Leave in the most effective manner.

The Role of the Medical Leaves Administration (MLA) office.

MLA will be your consultant in interpreting the Parental Leave Policy as it applies to your individual cases. Our goal is to provide consistent guidance for all campus units to achieve uniformity of treatment for staff in this important area of HR management.

MLA will conduct regular and frequent post-audits of leave activity to be sure the proper leave parameters are being met in practice.

MLA will provide management of any medical information that may be required in rare instances under the Parental Leave policy.

MLA will provide to departments any necessary forms that may be needed in a minority of cases to notify staff of denials of their requests and their rights to appeal.

PROCEDURES: THE DEPARTMENT

Administering a Parental Leave
Departments will routinely determine the eligibility of the staff member requesting the leave. Employees must have worked at least twelve months for the university and at least 1,000 hours of paid time in the 12-month period immediately prior to the planned commencement of leave.

Departments must also determine that a qualifying event (birth/adoptive/foster care) has or will occur and establish the relationship of the employee with the event.

At the appropriate time, departments should prepare an HR Online transaction to change the job status to Parental Leave. The department will enter the start and end date; and whether the leave is for university-paid leave for birth/adoption; supplement-paid leave, or unpaid leave. If there is a change in pay, the department will need to note it in the HR Online transaction/UPAF (exempt) or correctly enter the hours in COLTS or Kronos (non-exempt).
MLA will monitor new listings of Parental Leaves taken. There is no need to separately notify MLA of routine leaves. However, we encourage departments to contact us for consultation when unusual circumstances arise.

A key provision of Parental Leave is the four weeks half-pay feature, whereby the employee receives half of the regular pay for the position, covered by the university benefits pool. These weeks must be taken consecutively and in their entirety or the staff member will forfeit the time not taken for that qualifying event (birth or adoption.)

A second key provision of Parental Leave allows employees with sufficient sick leave accruals to use up to 10 days from those accruals to supplement the half-pay period or the unpaid portion of the leave.

Please note: the HR Online transaction requires you to identify the paid segment of the leave separately from that time which is supplement only or unpaid. A parental leave account code should be used for the appropriate portion of pay being covered by the university benefits pool.

Departments will be responsible for calculating and applying supplemental leave from accruals during the leave according to the policy.

PROCEDURES: THE STAFF MEMBER

Requesting a Parental Leave
Staff members requesting a Parental Leave should keep in mind the business needs of their departments and provide as much notice of the intended dates of the leave as is practical. Departments may require a written notice on a form available on the web or through the supervisor or local HR representative. Staff members may have to show evidence of the birth/adoption/foster care event. Complete medical reports will not be needed, although a note from an attending physician attesting to the birth may help establish eligibility for the leave.

Returning from a Parental Leave
No medical clearance to return to work will be required. Staff should provide notice to their supervisors regarding their leave plans. Leave participants are not required to return immediately after the paid leave expires, as the balance of the whole leave period (for a total of 16 weeks) is available for further planning.

Departments will hold positions for leave participants; however, the position may not be held if the total amount of time away from work exceeds 26 weeks in the prior 52-week period. Staff should check with supervisors or their local HR representatives to learn what leaves apply to the total time away from work provision. MLA can also advise leave participants the exact number of days taken or available for use.