



POLICY: #2-80 Paid Parental Leave

LT Approved:
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Responsible Party: Vice President, People & Culture

PAID PARENTAL LEAVE

WSU Tech is committed to creating and maintaining a work culture that supports new parents in their efforts to balance their work responsibilities with the demands of personal and family life. The Paid Parental Leave Policy supports these goals and values by allowing parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations.

Policy Statement:

WSU Tech will provide up to six work weeks (30 work days/240 hours maximum) Paid Parental Leave to an Eligible Employee during the first six months following birth or adoption for the purpose of recovery from the birth of a child and/or to bond with a newborn or with a newly adopted child. The paid Parental Leave does not reduce an employee's balance of any accrued PTO or Sick Pay benefit.

Paid Parental Leave may be used in conjunction with other paid leaves such as PTO, Short-term Disability benefits, and holidays to achieve the maximum amount of paid time off from work. An Eligible Employee is required to consult with Human Resources for guidance in completing required paperwork and coordinating the use of all available paid time when planning use of Paid Parental Leave.

Eligibility:

Eligible Employees are those who become a legal parent of a newborn or newly adopted child. A legal parent is one whose name appears on the child's birth certificate, a legal document establishing paternity, or a legal document establishing adoption. This policy does not apply to adoption of a stepchild by a stepparent.

Employees must be full-time, regular status, with minimum 1 year of continuous employment and meet eligibility requirements for Family Medical Leave Act (FMLA) in order to be eligible for Paid Parental Leave.

Eligible Employees may utilize Paid Parental Leave once during a rolling 12-month period based on the date of the birth or adoption.

Upon termination of employment, the employee is not eligible for payment for any unused Parental Leave.

Leave Provisions:

Paid Parental Leave will be paid at 100 percent of an Eligible Employee's straight-time, regular base pay (excludes overloads or any additional pay) for the specified amount of time outlined in this policy.

The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave granted for that event.

Paid Parental Leave must be taken within six months of the birth or adoption and must be taken continuously (in one block of time). The President can approve an exception to allow intermittent use if the employee is needed to work due to extenuating circumstances, such as an emergency situation or to cover for another absent employee, and only if the employee agrees. The number of days **worked** while on Parental leave will extend the paid time off by the same number of days.

If both Parents are employed by WSU Tech, each Parent may receive up to six work weeks (240 hours maximum) of Paid Parental Leave within six months of the birth or adoption.

Parental Leave runs concurrent with FMLA leave and counts toward the 12 work-week FMLA entitlement. Paid Parental Leave is a paid portion of FMLA which does not extend the number of work weeks available for use.

Paid Parental Leave is not available for medical absences taken prior to the birth or adoption of the child.

Nine-month Faculty

Eligible Employees on nine-month appointments may receive six work weeks of Paid Parental Leave during their regular assigned duty days between August and May. Paid Parental Leave can be taken continuously within the first six months following the birth or adoption. The non-duty days of summer do not normally count toward the six months of eligibility for using Paid Parental Leave. If birth or adoption occurs during the summer period, eligibility for Paid Parental Leave will begin with a new academic year in August.

Notice Requirement

An Eligible Employee is to initially notify their supervisor and Human Resources of the need for Paid Parental Leave and the timing, duration, and schedule of the Paid Parental Leave. If the need for Paid Parental Leave is foreseeable, an Eligible Employee must give at least 30 calendar days advance notice of the need for leave, if practicable. If the need for Paid Parental Leave is not foreseeable, an Eligible Employee or their representative must give notice of the need for leave to the Eligible Employee's supervisor and Human Resources as soon as practicable. An Eligible Employee shall follow up the request for Paid Parental Leave in writing on an appropriate leave request form.

Holidays

If a recognized holiday occurs during the employee's Paid Parental Leave, the employee will receive holiday pay in lieu of a Paid Parental Leave day.

Coordination with Short Term Disability (STD) benefits for childbirth: Upon the birth of a baby, the eligible birth mother may utilize Paid parental leave for the initial 2 week waiting period required for STD benefits to begin. Paid Parental leave can also be used to supplement STD payments to equal 100% of base pay for the term of disability or until available Parental leave is exhausted. Any remaining balance of Paid Parental leave can be used following the conclusion of STD benefits.

Benefits

Utilizing paid parental leave will not have a negative impact on employment status. While on paid parental leave the employee will continue to receive all employee benefits previously provided on the same terms as an active employee and will remain eligible for salary increases and bonuses. WSU Tech will continue to pay its' share of the cost of an employee's group health insurance during a Paid Parental Leave. The employee's share of the premium will be deducted from the employee's pay in accordance with normal practice.

Medical Documentation

An Eligible Employee is required to furnish appropriate medical documentation for the birth of a child. Since Paid Parental Leave runs concurrently with FMLA, medical certification requirements for FMLA govern. The medical documentation should be completed and signed by the appropriate health care provider. If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work release from her health care provider and present it to Human Resources prior to or upon returning to work.

Adoption Documentation

An Eligible Employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency or from the attorney, in cases of private adoptions.