

Parental Leave Policy

April 1, 2019

Mount St. Joseph University's Parental Leave Policy provides you with paid time away from work to bond with your newly born or adopted or foster care child. As described in this policy, eligible new parents – maternal, paternal, adoptive or foster – may take up to six (6) weeks of continuous paid leave within the first year following the birth of an eligible employee's child or the child's placement for foster care or adoption with an eligible employee as set forth in this policy.

Eligibility for Parental Leave

In order to be eligible for Parental Leave under this policy, an employee must have been employed by the University in a full-time status position during the 12-month period immediately prior to the birth, foster care placement, or adoption of a child. This policy also applies to 9 or 10-month faculty who are, and during the entire immediately preceding 9 or 10-month faculty term were, employed by the University in a full-time status position.

In addition, an employee must meet one of the following criteria:

- The employee is the biological mother or father of a newborn child, or is the spouse of such biological parent; or
- A child has been placed with the employee for adoption or foster care and the child is age 17 or younger.

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Within one year following the birth, foster care placement, or adoption of a child, an eligible employee shall receive a total of six (6) weeks of continuous paid Parental Leave. Parental Leave under this policy must be taken in a single, continuous block of time for up to six (6) weeks.

The fact that a multiple birth, foster care placement, or adoption occurs (e.g., the birth of twins or the foster care placement or adoption of siblings) does not increase the six (6) week total amount of paid Parental Leave granted for that event. In addition, in no case will an eligible employee receive more than six (6) weeks of paid Parental Leave in a rolling 12-month period beginning from the first date of Parental Leave under this policy, regardless of whether more than one birth, foster care placement or adoption event occurs within that 12-month timeframe.

This policy does not apply to the adoption of a stepchild by a stepparent.

Parental Leave Policy Procedures

- When applicable, any leaves to which you are entitled under the law or other policy (such as FMLA Leave, Short Term Disability, etc., for eligible employees) will run concurrently with Parental Leave under this policy, with the exception of PTO that shall stop accruing after the first ten (10) days any Parental Leave begins. For more

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information about other leave policies, see the University's [Family and Medical Leave Policy](#), [Disability Accommodations Policy](#), and [Short Term Disability Policy](#).

- Parental Leave under this policy must be taken as a single, continuous block of time for up to six (6) weeks. All Parental Leave must be recorded in Paycom and with the Office of Human Resources.
- When determining the amount of paid Parental Leave an eligible employee receives, a holiday or other non-work day (*i.e.*, snow day or weekend) that occurs during a time of Parental Leave will be reported as Parental Leave, and will not be in addition to the six (6) weeks of paid Parental Leave.
- Parental Leave is paid at an eligible employee's base pay rate at the time that the Parental Leave begins. Shift premiums and overtime are not paid as part of MSJ's Parental Leave Policy.
- Requests for Parental Leave should be made to Office of Human Resources and an employee's direct supervisor at least 30 days prior to the requested leave, when possible. If a request for Parental Leave cannot be made at least 30 days prior to the requested leave, it should be made as soon as practicable. Written notice is preferred, but not required.
- Supervisors, Deans, or Department Chairs are required to work with eligible faculty and staff to redistribute duties, including teaching responsibilities, during the Parental Leave period.

Benefits During Leave

During Parental Leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on Parental Leave will receive the same rights and benefits as employees on a paid leave of absence.

Reemployment

Your job will be held for you in accordance with applicable law while you are on Parental Leave. Nothing in this policy requires the University to reemploy individuals who are not eligible for reemployment rights under applicable law.

Discrimination and Retaliation Prohibited

The University prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's Parental Leave. Specifically, no one will be denied employment, reemployment, promotion or any other benefit of employment or be subjected to any adverse employment action based on that person's pregnancy or parental leave. In addition, no one will be disciplined, intimidated or otherwise retaliated against because that person exercised rights under this policy or applicable law. For more information, see the University's [Equal Employment Opportunity and Non-Discrimination Policy](#), [Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy](#) and [Anti-Retaliation Policy](#).

Administration of this Policy

The Office of Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about Parental Leave that are not addressed in this policy, please contact the Office of Human Resources.