



University of Dallas

**Human Resources
Paid Parental Leave
Policy**
Effective April 1, 2022

POLICY HBF
Responsible Executive:
Director, Human Resources
Responsible Office:
Human Resources
Issued: April 1, 2022

1. PURPOSE

This Policy provides a maternity/paternity/adoption paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption. This policy sets forth the requirements and expectations of University of Dallas employees who are Administrative and Staff employees who participate in the Paid Parental Leave Program. The University desires to support employees who are adding to their family through birth or adoption. While recognizing that each situation is unique, the University has created the following policy that apply to all eligible regular staff and library faculty.

2. SCOPE

- 2.1. This policy is intended for all University regular staff and library faculty on the Irving and Rome campuses, both full time and part time (if leave eligible).
- 2.2. The effective date for this program is April 1, 2022.

3. PRINCIPLES OF UD'S PAID PARENTAL LEAVE POLICY

- 3.1. An eligible staff employee or library faculty will be provided up to 6 weeks (240 hours) of Paid Parental Leave following the birth of a newborn or newly adopted child.
- 3.2. In cases of maternity leave, the leave can be extended up to a maximum of 8 weeks (320 hours) if the health provider submits documentation recommending additional recovery time.
- 3.3. In cases of adoption when the adoption is in the legal process, the Paid Parental Leave may begin from the point the child is placed with the eligible staff employee (granted custody) for the purpose of adoption.
- 3.4. Health insurance benefits will continue to be provided during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken, and will be deducted from the employee's paid leave.
- 3.5. The Paid Parental Leave may be taken continuously, intermittently, or on a reduced schedule basis.
 - 3.5.1 Taking the Paid Parental Leave on an intermittent or reduced schedule leave requires the advanced approval of the eligible library faculty or staff employee's department.

3.5.2 Taking the Paid Parental Leave on an intermittent or reduced schedule basis does not extend the six months after the birth or adoption in which the leave must be taken.

3.5.3 An employee must follow HR and department procedures for requesting time off and calling in absences when on intermittent or reduced schedule Paid Parental Leave. Failure to do so may result in the Paid Parental Leave not being approved for those days.

- 3.6 If both parents are University staff members, both are eligible for this leave.
- 3.7 The Paid Parental Leave must be taken within 6 months following the birth or adoption.
- 3.8 Paid Parental Leave will run concurrently with Family and Medical Leave of Absence (FMLA), if the employee meets FMLA eligibility requirements. FMLA allows employees up to 12 workweeks of unpaid leave in a 12 month period. After the Paid Parental Leave is exhausted, subsequent leave will be covered under appropriate policies. If the employee's leave of absence continues after paid leave benefits exhaust, the employee is required to use their accrued sick and vacation per the Employee Handbook.
- 3.9 Paid Parental Leave will be paid at 100 percent of the employee base rate pay. If the employee is an eligible part time employee, they will be paid for their regularly scheduled hours per week.
- 3.10 The Paid Parental Leave will end immediately if the employee no longer meets the criteria for eligibility. For example, if the employee transfers to an ineligible position, or the employee separates from the University while on Paid Parental Leave.
- 3.11 An employee's email and network access will remain in effect during the leave but the employee is not to conduct work during the leave.
- 3.12 Supervisors should address needs of the department and create and communicate a plan for the employee's work to be completed while on leave

4. ELIGIBILITY CRITERIA

- 4.1 In order to be eligible, an employee must be a regular staff employee or library faculty.
- 4.2 A part-time employee is eligible if they work at least 20 hours/week and accrue leave.
- 4.3 To be eligible for the Paid Parental Leave, the date of the birth or adoption must have occurred on or after the effective date of this policy.
- 4.4 Temporary employees are not eligible for paid maternity/paternity/adoption leave under this policy.

5. APPLICATION AND APPROVAL PROCESS

It is the employee's responsibility to request paid Parental Leave. In order to utilize this leave, an eligible employee must:

- 5.1. Notify the Office of Human Resources, in writing, of the request for paid parental leave at least 30 days prior to the start of the requested leave. It is understood that under some circumstances it is not feasible to provide 30 days' notice. In these cases, the employee must provide notice as soon as practicable.
- 5.2. The employee must complete all required paperwork provided by HR. Required paperwork will include completing the Family and Medical Leave of Absence (FMLA) process with the Office of Human Resources, if eligible. (Employees that are not eligible for FMLA are still eligible to apply for Paid Parental Leave).
- 5.3 HR will review the submitted leave documentation and will notify the employee if paid leave is approved or not. Please note that the Paid Parental Leave can only be approved by HR; supervisors should not discuss a medical condition with an employee or their health-care providers.
- 5.4 In addition to the initial leave paperwork, the eligible employee will also be required to provide HR with documentation within 30 days following the birth or adoption.
 - 5.4.1 For the birth of a child – appropriate birth documentation, such as a birth certificate or hospital birth record.
 - 5.4.2 For the adoption of a child – appropriate adoption documentation, such as a custody or an adoption placement order.
- 5.5 HR will notify Payroll of Paid Parental Leave Approval start and end dates.

6. CONCLUSION OF PAID PARENTAL LEAVE

- 6.1. At the conclusion of the Paid Parental Leave, the employee will return to the same position held at the time the leave began or to an equivalent position with equivalent pay, benefits, and working conditions, if covered under FMLA upon return. This provision applies provided that the employee can perform the essential functions of the position.
- 6.2. A return to work note, signed by the employee's health care provider, will be required from a mother who is off work due to a birth.

7. DEFINITIONS

- 9.1. **“Parent”** means biological or adoptive parent to a child.
- 9.2. **“Child”** means biological or adoptive child, who is under the age of 18 years old.

8. RESPONSIBILITIES
