

PARENTAL LEAVE PROGRAM

DESCRIPTION/PURPOSE:

To provide eligible employees an opportunity to request paid parental leave, in concurrence of an approved FMLA leave, for the birth or adoption of a child and to establish guidelines for participation in the Parental Leave Program as a recipient or donor.

SCOPE:

Employees of Saint Francis University who meet eligibility requirements as noted within the policy.

DEFINITIONS:

Eligible Donor: A full-time University employee with at least one year of service.

Eligible Employee: A full-time University employee with at least one year of service and an approved qualifying absence from work in accordance with the University's Family and Medical Leaves of Absence policy.

Parental Leave: A leave of absence from work responsibilities, approved in conjunction with the University's Family Medical Leaves of Absence policy, in order to care for the employee's child after birth, adoption, or the state placement of a child with the employee for foster care. The period the employee is placed on parental leave will count toward the twelve (12) weeks of family and medical leave.

Parental Leave Program: Similar to the University's Compassionate Leave Program, the Parental Leave Program 1) provides eligible employees the opportunity to request payment for time off work due to an approved qualifying absence; and 2) provides eligible employees the opportunity to donate accrued vacation or sick time to an eligible colleague in need.

POLICY STATEMENT:

The University wishes to provide all full-time university employees, who have completed at least one year of service, the option for taking up to a maximum of 12 weeks of leave, potentially at full pay, to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations. The Parental Leave program will allow employees the opportunity to donate accrued unused vacation or sick leave to employees who have met the eligibility requirements to receive donated paid time off.

Participation Requirements:

1. Donating to the Parental Leave Program:
 - a. In the event an eligible employee's Request to Receive Parental Leave is approved by Human Resources, a "call" for employee donations of vacation or sick time shall be made by the Director of Human Resources.

- b. A donor employee may voluntarily elect to donate up to one week of accrued time off for each approved Parental Leave donation request.
 - c. To donate leave, the donor employee must complete and submit a Parental Leave Donation Form to the Human Resources office by the established deadline.
 - d. Parental Leave time will be awarded to the eligible employee in accordance with established guidelines.
2. Requesting Paid Parental Leave:
An eligible employee must:
 - a. Provide birth or adoption documentation (refer to the [Family Medical Leaves of Absence](#) policy for eligibility standards);
 - b. Have completed at least one year of full-time employment;
 - c. Be approved for FMLA leave by the Director of Human Resources (based upon the criteria in the [Family Medical Leaves of Absence](#) policy);
 - d. Have exhausted all forms of accrued paid leave;
 - e. May not be receiving benefits from either workers' compensation or long-term disability;
 - f. Submit a completed Request to Receive Parental Leave Form to Human Resources.
3. Depending on total donations received, an eligible employee may receive donated leave up to a maximum of 12 weeks per calendar year (January 1 to December 31) once all earned leave is exhausted. Any donations received above the amount needed will be returned to the donor.
4. Consistent with the University's [Family and Medical Leaves of Absence](#) policy, employees will not accrue vacation or sick time while on parental leave.

PROCEDURES:

1. Employee identifies need for donated leave and completes the Request to Receive Parental Leave Form. (Form may be requested from Human Resources.)
2. Director of Human Resources reviews employee's eligibility.
3. Director of Human Resources communicates request for donations to faculty and staff.
 - a) Request for donations is communicated via email.
 - b) The email requesting leave donations must *maintain employee confidentiality*.
4. Employees willing to donate vacation and/or sick leave should complete a Parental Leave Donation Form and submit to Human Resources.
5. Human Resources designee confirms that donor has sufficient leave available for donation.
6. Human Resources designee communicates leave donation amounts to Payroll.
7. Limitation: Donations may range 7 to 40 hours for operational staff, and 1 to 5 days for faculty and administrative staff.

Limitations:

Only accrued vacation and/or sick leave may be donated to the Parental Leave program. No donations can be received in advance of a request. The minimum donation an employee may make is seven (7) hours for operational staff or one (1) day for faculty/administrative staff. The maximum donation is forty (40) hours or five (5) days for a continuous leave period.

The maximum amount of time an employee may remain off work on an approved family medical or parental leave is twelve (12) weeks within a twelve (12)-month period.

Parental Leave Program vs. Compassionate Leave Program:

The Parental Leave Program works independently from the Compassionate Leave Program. Employees may donate up to five (5) days to each program within the same year as long as the donor employee meets the eligibility requirements for each program. Likewise, eligible employees may receive benefits from the Compassionate Leave and Parental Leave Programs within the same calendar year.

Transfer of Leave:

For the purposes of simplicity and auditable recordkeeping, accrued vacation and sick leave shall be transferred hour for hour, or day for day regardless of differing pay scales.

The maximum donation credited to a recipient's leave account shall be the amount necessary to ensure continuation of the employee's regular salary during the employee's period of approved parental leave. Donations will be voluntary, confidential, and irrevocable.

An employee needing leave will complete a Leave Donation Request Form and submit it to the Director of Human Resources.

Upon determination that an employee is eligible to receive leave donations, the Director of Human Resources may communicate a request for donations to faculty and staff in an email. Employees wanting to make donations will submit a completed Parental Leave Donation Form.

Adjusted vacation or sick balances will be recorded in the University's time and attendance system for both the donor's and recipient's record.