

## Paid Parental Leave

**Scope:** This policy applies to all full-time and part-time benefitted staff and faculty. Temporary employees and student employees are not eligible for this benefit.

**Purpose:** This policy is intended to support employees in balancing family and work demands during and after the birth of a child, an adoption of a child, placement of a foster child, or assumption of legal guardianship of a child. This additional paid leave further supports CSM's compensation philosophy and provides time for parents to care for and bond with a newborn or newly adopted or newly placed child. This policy will be in effect for births, adoptions, or placements for foster children occurring on or after July 1, 2024. Eligible employees may take up to 8 weeks of parental leave for a qualifying event as long as the leave period concludes within 1 year of the birth or placement of the child.

### Eligibility:

Eligible employees must meet the following criteria:

- Have been employed by the college for at least 12 consecutive months.
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the start date of the leave.
- Be a benefitted full-time faculty or staff.
- Be a benefitted part-time staff.
- If both parents are employees of the college at the time of the birth, adoption, or placement of the child and are otherwise eligible for the leave, may not use paid parental leave during the same period of time.

### Use of Parental Leave:

Paid Parental Leave may be used by eligible employees who meet one of the following criteria within the last 12 months:

- Have given birth to a child;
- Be a spouse or committed partner of one who has given birth to a child;
- Be the biological parent, or spouse of biological parent, of the child;
- Have adopted a child, been placed with a foster child, or assumed legal guardianship of a child younger than 18 years old.

### Amount, Time Frame, and Duration of Paid Parental Leave:

- Employees are eligible to receive a maximum of 8 weeks of paid parental leave equal to employee's base salary for the birth, adoption or placement of a child/children. An employee will not receive more than 8 weeks of paid parental leave in any rolling 12-month period.
- Parental Leave must be taken in a single 8-week period or two 4-week periods and must be used within 1 year following the birth, adoption, or placement of the child with the employee; it is

not available on an intermittent basis. Any unused paid parental leave at the end of the 1- year time frame will be forfeited.

- Leave will be pro-rated for benefited part-time staff or faculty.
- Each week of paid parental leave will be compensated at 100% of the staff member's regular, straight-time weekly pay.
- In the event of an employee who has given birth, the 8 weeks of paid parental leave will commence no earlier than after the conclusion of any short-term disability (which may be supplemented by sick or annual leave) provided to the employee for the employee's own medical recovery following childbirth.
- Upon termination of the employee's employment, they will not be paid for any unused paid parental leave for which they were eligible.

#### Coordination with other Policies:

- Paid parental leave under this policy will run concurrently with leave under the FMLA; thus any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child for adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. In no case will the total amount of leave-whether paid or unpaid-granted to the employee under the FMLA exceed 12 weeks during the rolling 12-month FMLA period.
- Parental Leave will be provided to eligible employees, in addition to leave which an employee is eligible for under the Short-Term Disability program as part of a qualifying medical event (birth of child).
- The college will maintain all benefits for employees during the paid parental leave period just as if they were taking any other college paid leave such as annual or sick leave.
- If a college holiday occurs while the employee is on paid parental leave, such day(s) will be charged to holiday pay; however, such pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when the college declares a period of paid administrative leave for employees, that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

#### Request for Paid Parental Leave

- The employee will provide their supervisor and the human resources department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide documentation as required by HR to substantiate any request.

Policy Owner and Contact: VP, People, Culture and Equity, x7724

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