



UNIVERSITY POLICY

Parental Leave

Policy Type: Institutional Wide
Responsible Office: Human Resources
Effective Date: June 1, 2020
Revision Date:

POLICY STATEMENT

Butler will provide **up to 8 weeks** of 100% paid parental leave as applicable to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. During the first seven calendar days, the employee should utilize their paid-time off (Vacation and/or PTO). (In the event that all vacation and PTO time has been used up, the employee will be on unpaid leave for 5 working days)

REASON FOR POLICY

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after June 1, 2020.

ENTITIES AFFECTED BY THIS POLICY

Institutional Wide

POLICY APPROVAL

Human Resources

CONTACTS

Human Resources
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PROCEDURES

Eligibility

Eligible employees must meet the following criteria:

- The employee (exempt and non-exempt) has been employed by the University for at least 1 year and worked at least 1,250 hours over the last 12 months (same as FMLA eligibility).

In addition, employees must meet one of the following criteria:

- Biological, adoptive and foster parents as of the date of birth of the child or date of placement for adoption or date of foster arrangement.

The benefit can be taken any time within the 12 month period after the date of birth or foster arrangement or placement for adoption, but the 8 weeks must be taken consecutively. In the event that both parents work at Butler University and meet the eligibility requirements, the benefit may be split between the two, but may not exceed 8 weeks combined in total.

The employee must make a written request to their supervisor and HR at least 30 days before the leave begins. Exceptions to this 30 day notice period will be granted for extenuating circumstances like a premature birth or early adoption or foster placement with little notice.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA. Thus, any leave taken under this policy will be counted toward the 12 weeks of available FML per a rolling 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave – whether paid or unpaid – granted to the employee under the FMLA and this policy exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA (butler.edu/hr).

In the event that the employee has given birth, typically 6-8 weeks of paid parental leave will commence as of the date of birth and will conclude upon the employee's physician authorization to return to work. The parental leave will run concurrently with Family Medical Leave. During this 6-8 weeks, the employee is not eligible for short-term disability. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) may be compensated through employees' accrued vacation and personal time or the employee can elect to take unpaid FMLA leave. Upon exhaustion of accrued vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The University will maintain all benefits for employees during the paid parental leave period just as if they were taking any other University paid leave such as paid vacation leave or paid sick leave.

If a University holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Please note the Human Resources Department may modify this policy with or without notice. Any such modification will be effective immediately upon posting.

HISTORY/REVISION DATES

Issue Date: July 1, 2020

Amended Date: