



# UNIVERSITY POLICY

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## Parental Leave

**Policy Type:** Institutional Wide  
**Responsible Office:** Human Resources  
**Effective Date:** June 1, 2020  
**Revision Date:** May 1, 2021

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### **POLICY STATEMENT**

Butler will provide 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, the employee will be on unpaid leave for 5 working days)

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### **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.

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### **ENTITIES AFFECTED BY THIS POLICY**

Institutional Wide

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### **POLICY APPROVAL**

Human Resources

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### **CONTACTS**

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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, 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, foster arrangement, or placement for adoption, but the 8 weeks must be taken consecutively. Full time faculty members may work with their deans to identify specific accommodations associated with the birth, foster arrangement, or placement for adoption so as to not disrupt the classroom experience. In the event that both parents work at Butler University and meet the eligibility requirements, the benefit may be split between the two parents, but may not exceed 8 weeks combined in total.

When leave under this policy is anticipated, the employee should work with the supervisor and HR as early as possible to coordinate a plan for covering the employee's job responsibilities. In most cases, the employee should provide at least 30 days of written notice of intent to take leave. The University recognizes there will be times when a 30 day notice cannot be given.

### **Coordination with Other Policies**

Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA). Thus, any leave taken under this policy will be counted toward the 12 weeks of available family medical leave per a rolling 12-month period. All other requirements and provisions under the FMLA will apply.

During the paid parental leave, the employee is not eligible for short-term disability. After the paid parental leave is exhausted, the employee may need (due to medical circumstances) or desire (bonding time) to extend the leave for the balance of the allowable FMLA period. In such cases, a new leave instance must be requested and would require approval. Please see the Staff Handbook for further details regarding leave types and paid or unpaid status. The University will maintain all benefits for employees during the paid parental leave period. If a University holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, the total paid parental leave entitlement will not be extended.

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

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### **HISTORY/REVISION DATES**

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Issue Date: July 1, 2020

Amended Date: May 1, 2021