

**3356-7-14 Maternity/parental leave – paid leave, excluded professional/administrative staff.**

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. Under the provisions of this policy, the university will provide paid leave, at the employees current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, childbirth, and/or to care for and bond with a newborn or newly adopted child.
- (C) Parameters.
- (1) Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the Leave of Absence, Family Medical Leave Act (“FMLA”), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in the “Leave of absence without pay, extended childcare, excluded professional/administrative staff” (rule 3356-7-06 of the Administrative Code).
- (D) Definitions.
- (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or same sex parent following the birth or adoption of a child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive ~~father or same sex domestic partner~~ same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer.

- (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
  - (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.
- (E) Procedures.
- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).
  - (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.
  - (3) This paid leave benefit is based upon one hundred per cent full time equivalent (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.
  - (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.
  - (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the chief human resources officer as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.

- ~~(6)~~ If the paid leave is to be used by a same sex domestic partner, the employee shall ensure that the “Affidavit of Domestic Partner” is on file in the office of human resources.
- ~~(7)~~(6) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay his or her portion of the insurance benefit contribution.
- ~~(8)~~(7) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- ~~(9)~~(8) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.

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Certification

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