

## **3354:1-41-02 Paid Parental Leave Procedure**

- A.** The College offers a Paid Parental Leave Program to support employees on maternity or paternity leave of absence upon the birth, adoption, or foster care placement of a child under the age of 17. The College will pay eligible employees two weeks of Parental Leave defined as 75 hours for full-time (80 hours for AFSCME) employees. Paid Parental Leave will run concurrently with the College's FMLA policy.
- B.** Administration of Paid Parental Leave.
1. The employee must notify the HR Leave Administrator and Unum, the College's third party leave administrator, of the need for a maternity/paternity leave of absence at least 30 days prior to the due date or as early as practicable.
  2. Employees do not need to meet FMLA eligibility requirements to qualify for Paid Parental Leave, though the leave will run concurrently with FMLA.
  3. Eligible employees will be paid using Paid Parental Leave for the first two weeks of their leave of absence.
  4. If both parents of the new child are employees of the College, both parties will be eligible for two weeks of Paid Parental Leave upon commencement of their individual maternity/paternity leave of absence.
  5. Once Paid Parental Leave has been exhausted the employee (s) will be paid under the College's standard leave payment practice which is payment of available sick time, vacation time, personal (optional) and unpaid time, in that order. However, for a maternity/paternity leave of absence, the employee has the option to customize the amount of sick and vacation time paid during the leave.
  6. To customize sick and vacation hours used during the leave the employee must complete a Paid Time Off Request Form to indicate the amount of sick and vacation time to be paid during the leave. If no form is received, the College will default to the standard method of payment practice.

Effective date: December 1, 2024

Procedure amplifies: 3354:1-41-02