STAFF and ADMINISTRATOR PARENTAL LEAVE

I. PURPOSE
The Staff and Administrator Parental Leave policy is designed to provide eligible staff members and administrators with up to six weeks of paid leave upon the birth or adoption of a child or placement of a foster child.

II. POLICY SCOPE
This policy applies to regular, full-time staff members, administrators, and core faculty at US campus locations, budgeted and scheduled to work a minimum of 30 hours per week, who have completed at least two years of full-time equivalent service with the University on the date the leave begins. The beginning date of the leave is the date of birth or placement/adoption, or, in the case of the birth parent, the date the treating physician certifies the employee is medically unable to work.

III. POLICY
Employees who meet the eligibility requirements, upon requesting through the appropriate process, may receive a paid parental leave upon the birth, placement, or adoption of a child. This does not include adoption of a spouse’s or domestic partner’s existing child(dren). This paid Parental Leave is available to the primary or secondary parent or domestic partner as attested by a domestic partner affidavit on file with the Office of Human Resources. If both parents are employed by Webster University and eligible for paid Parental Leave under this Policy, then they are eligible for a combined amount of six (6) weeks of paid Parental Leave.

A. Duration
The duration of leave designated as Parental Leave will not exceed an equivalent of 6 weeks, based on an employee’s standard schedule, in a six-month period starting from the date the leave begins. The initial five weeks of the leave must be taken consecutively from the date the leave begins. The remaining one week may be taken intermittently, in full day increments, but must be used prior to the end of six months from the date the leave begins. Parental Leave is only available one time in a rolling 12-month period based on the ending date of the most recent leave.

B. Coordination with FMLA/Short Term Disability/Paid Benefit Hours
Paid Parental Leave will run concurrent with and be applied toward an employee’s Family and Medical Leave Act (FMLA) entitlement of 12 weeks within a rolling 12-month period if the event qualifies for FMLA. If a birth parent is covered by Short Term Disability (STD), that employee is required to file for STD benefits at the beginning of the leave and the STD benefits will also run concurrent with the Parental Leave. If paid Parental Leave is exhausted, other than the one week option for intermittent Parental Leave, employees are required to use accrued benefit hours (sick, personal and vacation time – in that order) to continue pay through the remainder of the FMLA period prior to taking any unpaid time.
C. Continued Eligibility for Benefits
Employees on paid Parental Leave retain benefits. If this also qualifies as FMLA leave and extends into an unpaid status, the employee must make arrangements to pay for their portion of benefits during any portion of leave that is unpaid.

D. Employee Status After Leave
An employee who chooses not to return to work at the University for a period of at least 30 calendar days following the leave is required to reimburse the University for the amount paid by the University for the paid Parental Leave and the University’s portion of medical insurance costs during the leave. The exception to this is when the employee is not returning due to a documented serious medical condition of the employee or the child.

IV. APPLICATION FOR PARENTAL LEAVE
In all situations, employees must request approval for paid Parental Leave. Whenever possible, employees requesting Parental Leave under this Policy must notify their supervisor or department head at least three months prior to the expected beginning of the leave. Otherwise, notification should take place as soon as it is known the leave will be requested.

All paid Parental Leaves must be requested and applied for through an employee’s supervisor/department head and the Office of Human Resources concurrent with the application and supporting documentation for FMLA. Necessary application forms and certifications are available on the Human Resources website under the Forms section. Questions may be directed to humanresources@webster.edu.

V. Recording Time Off for Parental Leave
Available time for paid Parental Leave will be maintained in the University’s Automated Time and Attendance System. All time off that is considered paid Parental Leave will be coded and tracked as such in this system. Employees are responsible to check this system each pay period to ensure that time is recorded correctly and to immediately notify their supervisor of any discrepancies. Unused Parental Leave is not paid out at termination.

VI. Non-Retaliation
The University does not tolerate retaliation against employees who apply for and take leave under this Policy. Retaliation itself is a serious violation of this Policy and should be reported immediately to the Office of Human Resources. Any person who engages in retaliatory conduct towards any employee who takes leave under this policy or cooperates in an investigation of retaliation will be subject to disciplinary action up to and including termination of employment.

This policy is effective January 1, 2018 for all Parental Leaves approved to begin on or after that date.