

PARENTAL LEAVE – STAFF

1. GENERAL

The purpose of parental leave is to provide staff who become parents, either by birth or adoption of a minor child, with paid leave to allow for the healthy recovery of the primary caregiver, bonding with the adopted child and/or a period of family adjustment.

2. DEFINITIONS

Eligible parent:

Natural or adoptive parent who is the primary caregiver.

Primary caregiver:

Parent who is responsible for over 50% of care to child. Completion of form 'Primary Caregiver Affidavit' is required.

Adoption:

Leave is available only in cases of formal adoption; it is not available in any other case, including but not limited to legal guardianship or foster care. A parent adopting a child of a new spouse is not eligible.

Leave:

Any absence prior to the event related to prenatal care or to the adoption of a child including travel or required classes, as well as care after the birth or adoption of a child.

3. ELIGIBILITY

- a. Any Staff member who (a) is employed full-time (staff-regularly scheduled to work 1400 or more hours per year) (b) has at least one year of regular full-time service at the time the birth or adoption is scheduled to occur or does occur, (c) gives birth to or fathers a newborn or adopts a child, and (d) is deemed primary caregiver, is eligible for leave with pay.
- b. The Eligible parent must have primary responsibility for the child immediately following child birth or adoption.
- c. A doctor's statement verifying the pregnancy may be required.
- d. The service requirement will be waived for women and men who were previously employed (within six months of their Wake Forest University hire date) by an employer that provided paternity leave benefits similar to those provided by Wake Forest University.

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- e. If both parents work for the University and both qualify for this benefit, only one leave will be granted but the allowed weeks of the parental leave may be divided between two consecutive time periods selected by the parents.

4. GUIDELINES

| | Duration | Paid Benefits |
|--------------|---|---|
| Staff | <ul style="list-style-type: none">• Up to six weeks | <ul style="list-style-type: none">• Up to six weeks of base salary continuation• After initial six weeks, eligible to utilize available PTO or Leave with no pay up to maximum amount allowable under FMLA |

5. EFFECT ON FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA) was passed by Congress to ensure leave is available for authorized medical reasons (including maternity/paternity leave) and for compelling family reasons.

An eligible employee may take up to 12 weeks of Family and Medical Leave (FML) to care for the employee’s child after birth, or placement for adoption or foster care in the employee’s home, providing the leave is taken within 12 months of the child’s introduction to the family.

The *Request for Family and Medical Leave* form is to be used to request leave. The form is available on the Human Resources website. The completed form is to be submitted to the Absence Management Specialist in the Human Resources Department.

Paid parental leave and Family and Medical Leave will run concurrently. If an employee elects to remain out of work for parental leave for a total of 12 weeks, both the paid 6 weeks of parental leave and any remaining weeks, paid or unpaid, will be counted towards their FMLA allotment. Previous FMLA qualifying absences could reduce the total number of FMLA protected weeks the employee has available to them.

6. PROCEDURES

Staff

- 1) All requests for parental leave must be submitted in writing to the appropriate Department Head and approved by AVP of Human Resources.

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- 2) As close as reasonable to the beginning of the leave, the staff member is to complete Part 1 of the Parental Leave Request form, have the doctor complete Part II (if applicable), and forward the form to the immediate supervisor and to Human Resources (ATTN: Absence Management) for approval in Part III. The member must also complete The Primary Caregiver Affidavit and the FMLA Request Form and return both forms to the Absence Management Specialist in the Human Resources Department.
- 3) The Human Resources Department will be responsible for coordinating salary continuation payments with the employing department or office and the Payroll Office.
- 4) If a temporary replacement is hired during the six weeks an employee is on parental leave, the cost of the salary for the replacement will be paid from a centralized “paternity leave account.” The Human Resources Department will be responsible for coordinating such salary payments with the employing department or office and the Budget Office.
- 5) The employee will have the option to supplement their paid parental leave with PTO or they may elect to go on a leave without pay status if their personal PTO balance is below a balance of 10 days at the time of their leave. Sick Leave (Reserve) may not be used unless the additional leave is due to medical reasons. The FMLA provides for a total 12 weeks of paid and/or unpaid leave.

Submitted by the Associate Vice President of Human Resources and approved by:

On April 8, 2009

Nathan O. Hatch, President