PARENTAL LEAVE

Six weeks (30 days) of parental leave is provided to employees who occupy permanent full-time positions, for the purposes of birth and/or adjustment to the introduction of a child into the employee's home (including adoption or placement prior to adoption). The Office of Human Resources must receive the parental leave request forms prior to the birth or placement of the child.

Any employee (female or male) who has been employed by the College for a period of at least one year in a permanent full-time position will be provided with 30 days of paid leave for children born or adopted. The birth or placement of the child must occur after one year of full-time employment in a permanent position. Parental leave will commence on the first day's absence from work. The use of Parental Leave will not be charged against the employee's accumulated leave balances. The six weeks may be used however the employee prefers with the approval of the supervisor, such as twelve weeks at half time or any combination thereof.

The period of leave may be extended past 30 days to a total of 12 workweeks, in accordance with the Family and Medical Leave Act of 1993. All leave used will count towards the total 12 weeks of Family/Medical Leave available.

If parental leave is used and the employee voluntarily ends their employment with the College within one year after the last day used for parental leave, the employee must reimburse the College for all parental leave used, including all fringe benefits or other costs paid by the College as a result of the employee's employment with the College. Paid parental leave may not be used more than once every two years by any employee.

Upon request for leave in excess of 30 days, eligible employees will be granted such leave to extend the period of parental leave to a total of 12 workweeks. Specific guidance relating to the use of Family/Medical Leave will be provided by the Office of Human Resources.

Employees should notify their supervisors as far in advance as possible of their desire to use Parental Leave and must provide documentation of birth or placement.
PARENTAL LEAVE AGREEMENT

I, _________________________________________, understand and acknowledge that I am entitled to a maximum of six weeks (30 working days) of parental leave in accordance with the parental leave policy. I also understand and agree that, if I voluntarily end my employment with St. Mary’s College while on parental leave or within one year after the last day used for parental leave, I must reimburse St. Mary’s College for all parental leave used including all fringe benefits or other costs paid by the College. Please see faculty handbook for additional information on parental leave.

It is anticipated that my parental leave will begin approximately ___________________.

My expected date of return to work is approximately ____________________.

I am requesting: _____ one (1) course release or _______ six (6) consecutive weeks.

The period of leave may be extended past 30 days to a total of 12 workweeks, in accordance with the Family Medical Leave Act of 1993. All leave used will count towards the total 12 weeks of Family Medical Leave available. I understand that any leave in excess of 30 days of parental leave will be charged against my accrued leave, or will be unpaid leave if my accrued leave is exhausted.

Documentation of birth or placement must be provided, as well as medical certification authorizing return to work (if applicable).

_____________________________________________  __________________
Employee Signature       Date

_____________________________________________  __________________
Department Chair Signature      Date

_____________________________________________  __________________
VP for Academic Affairs and Dean of Faculty Signature  Date

NOTE: Family Medical Leave Request should accompany this form.