

Paid Parental Leave Policy

Responsible Office: HR – Payroll & Employee Benefits (PEB)

I. POLICY STATEMENT

Auburn University desires to assist and support its employees with balancing work and family matters. Accordingly, this policy permits eligible employees to take a period of paid parental leave to bond with or to engage in activities related to the care and well-being of their newborn or adopted child.

II. POLICY PRINCIPLES

Eligible employees may take paid parental leave in accordance with the following guidelines:

- 1) An eligible employee is the legal parent (birth mother, biological father, adoptive mother, adoptive father) of a newborn or newly adopted child. The name of the employee must appear on the child's birth certificate or a certified legal document establishing maternity or paternity, or a legal document establishing final adoption.
- 2) Each eligible parent employee may receive up to 6 weeks (240 hours) of paid parental leave to be paid at 100% of salary.
- 3) Paid parental leave may be taken anytime within the first six months following the birth or adoption of a child and must be taken in one-week (40 hour) increments.
- 4) All paid parental leave will run concurrently with the employee's available FMLA leave, and must be exhausted prior to utilizing the Salary Continuation Plan (SCP).
- 5) While on paid parental leave, an employee's annual and sick leave benefits (if applicable) will continue to accrue, and an eligible parent will remain eligible for employee benefits, following all normal benefit rules and policies.
- 6) Paid parental leave is not paid out upon separation from employment, if unused.

Eligibility Requirements

To be eligible for paid parental leave, an employee must meet the following criteria:

- 1) Active full-time, non-student employees are eligible if the most recent appointment period is continuous for a minimum of one year (nine or twelve months as appropriate to the appointment). Eligibility begins on the date an employee has been actively at work for one (1) full year since the date of most recent employment.
- 2) A nine-month faculty member without a summer appointment may not use paid parental leave during the summer academic term, but may use it upon return in the fall term, as long as it is used within the first 6 months following birth/placement of the child.
- 3) Eligible employees may use up to 6 weeks (240 hours) of paid parental leave once during a rolling 12 month period based on the date of the child's birth or adoption.

III. EFFECTIVE DATE

October 15, 2020

IV. APPLICABILITY

This policy applies to all active, eligible University employees who meet the criteria outlined in this Policy.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Executive Director, Payroll and Benefits

VI. DEFINITIONS

Actively at Work –performing the regular duties of your occupation for a full normal workday.

Rolling 12 month period – 12 month period measured backward from the date an employee uses any paid parental leave. Under the “rolling” 12 month period, each time an employee takes paid parental leave, the remaining leave entitlement would be the balance of the 6 weeks (240 hours) which has not been used during the immediately preceding 12 months.

VII. POLICY PROCEDURES

Employees who anticipate using parental leave must complete the Paid Parental Leave Request form, and follow the procedures as detailed on that form.

VIII. SANCTIONS

Violations of this policy could result in disciplinary action up to and including termination.

IX. EXCLUSIONS

Postdocs are not eligible for Paid Parental Leave.

X. INTERPRETATION

Associate Vice President, Human Resources