

Parental Leave

Scope: Who is Covered by this Policy?

Employees

Policy

As part of its efforts to foster a workplace in which professional success can be achieved while maintaining a quality personal and family life, the University supports employees and their families with leave opportunities for new parents. All requests for leave under this policy should be made as far in advance as possible, but generally not less than thirty (30) days before the leave commences and must be in writing and submitted to the appropriate personnel office (Academic Personnel or Human Resources). The following sections outline the leave program; however, employees and their supervisors should contact the appropriate personnel office for guidance and assistance with the process. The University will make appropriate arrangements to cover the duties of the employee while the employee is on Parental Leave.

Tenure-track faculty members who have or share primary care-taking responsibilities associated with the birth or adoption of a child under age five (5) may request an extension of their probationary period, i.e., the tenure clock. (See the policy "Tenure Time" section "Stopping the Tenure Clock".)

There are a number of other University-provided benefits designed to support employees and their families, e.g., flexible spending account, health insurance, and dental insurance. Employees should contact Benefit Services for information regarding these benefits. Payroll deductions for tax purposes should also be considered, and Payroll Services will assist the employee with any changes.

Parental Leave

The University provides all benefit-eligible employees with twelve (12) weeks of Parental Leave to be used following the birth or adoption of a child. The purpose of Parental Leave is to provide a period of recovery from childbirth for the birth ~~mother~~parent; and a period of time for parents (birth ~~mothers, fathers, non-birth~~ and ~~adoptive~~ parents) to care for and bond with the newborn or newly-adopted child.

Paid Parental Leave

1. Birth ~~mothers~~parent-the University will provide up to six (6) weeks of Paid Parental Leave (100% of regular salary or pay) to each birth ~~mother~~parent to recover from childbirth and to care for and bond with the newborn.
2. ~~Fathers~~Non-Birth, and adoptive parents-the University will provide up to ~~three~~ ~~(3~~six (6) weeks of Paid Parental Leave (100% of regular salary or pay) to each ~~fathernon-birth~~, and adoptive parent to be used following the birth or adoption of a child to care for and bond with the child.

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Paid Parental Leave must commence immediately following the birth or adoption of a child, except:

1. with the approval of the appropriate personnel office, Paid Parental Leave may be taken prior to the event when deemed medically necessary or when required to fulfill the requirements for an adoption; or
2. in the event both parents are employed by Miami University, the parents may elect to take their Paid Parental Leaves concurrently or consecutively.

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Parental Leave for the Balance of the Twelve (12) Weeks

The balance of the twelve (12)-week Parental Leave period may be taken on either a full- or part-time basis as described below:

1. Fulltime Option-parents may take Parental Leave on a fulltime basis. This leave may be taken in consecutive weeks immediately following the period of Paid Parental Leave or at a later time in a single period of consecutive weeks.
2. Half-Time Leave Option-parents who elect to take half-time Parental Leave must take the leave in consecutive weeks immediately following the initial period of

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Paid Parental Leave. Parents who elect to take half-time leave in effect double the duration of their remaining leave.

Note: For employees with an appointment of less than twelve (12) months duration, non-contract periods and summer instructional contracts do not affect the Parental Leave period.

Three-Months Additional Parental Leave Option

Parents may take up to three (3) months for additional Parental Leave on either the full- or half-time basis. However, the three (3)-month period is the maximum time period. It does not double to six (6) months if the parent elects the half-time leave option. Parents who elect to take all or part of the additional leave must take the leave in consecutive weeks immediately following the Parental Leave described in the section of this policy titled "[Parental Leave for the Balance of the Twelve \(12\) Weeks](#)"number 2.

Note: For employees with an appointment of less than twelve (12) months duration, non-contract periods and summer instructional contracts do not affect the Parental Leave period.

General Principles

It is presumed that classified and unclassified administrative staff members will work one-half day each day they are scheduled to work. Alternative working arrangements may be made at the direction of, or with the consent of, the supervisor, department head, and appropriate vice president. Faculty who elect to work half-time following the birth or adoption of a child are required to have an approved plan of not less than fifty (50) percent time that includes instructional assignments and must be approved by the chair, dean, and provost.

Single Election

A parent may elect half-time leave only once. A parent who is on leave on a half-time basis may elect to resume fulltime leave or to return to fulltime work before the exhaustion of the Parental Leave or three-months additional Parental Leave for the birth or adoption of a child. Any employee who elects to resume fulltime leave or to return to fulltime work is not eligible to take half-time leave again for the birth or adoption of the child for which the leave was originally taken.

Family Medical Leave

All Parental Leave will run concurrently with Family Medical Leave (FML) to the extent the parent has FML available (See the policy “Family and Medical Leave”).

Twelve-Month Limit

All Parental Leave and three-months additional leave must be used within the twelve (12) months immediately following the birth or adoption of the child.

Exhaustion of Paid Parental Leave

Paid Parental Leave must be exhausted prior to the use of any other paid leave (sick leave, vacation, compensatory time). Paid Parental Leave does not reduce the employee’s accrued time under any other University paid leave program (sick leave, vacation leave, or compensatory time).

Use of Sick Leave

Parents may use accrued sick leave during Parental Leave if medically necessary and qualified under the University’s sick leave policy.

Use of Other Paid Leave

Parents may use any other accrued paid leave (vacation time or compensatory time) during Parental Leave.

Benefit Eligible

For the purpose of this policy a benefit-eligible employee is one who has an appointment of at least nine (9) months duration for at least 32 hours per week.

Related Form(s)

Not Applicable.

Additional Resources and Procedures

Not Applicable.

FAQ

Not Applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officers

- Associate Vice President for Human Resources
- Director of Academic Personnel Services
- Assistant Provost for Academic Personnel

Legal Reference

FMLA

Compliance Policy

Yes

Recent Revision History

August 2023

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Reference ID(s)

- MUPIM 4.6
- OAC-3339-4-06

Reviewers

- Associate Vice President for Human Resources
- Director of Academic Personnel Services
- Assistant Provost for Academic Personnel
- Sr. Vice President for Finance and Business Services
- University Senate

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