



# Paid Parental Leave Policy 6.27B

## Office of Human Resources

Applies to: Regular Faculty and Staff and Auxiliary Faculty

### POLICY

Issued: 09/01/2004

Revised:

Edited: 07/01/2008

Reviewed:

The Ohio State University strives to recruit and retain a world-class faculty and staff and to stand out as an employer of choice. The university recognizes that supporting employees as they balance career, childbirth, and family life ultimately benefits the institution. Our goal is to create a community that supports employees and their families and regards family care concerns as legitimate and important.

This policy allows for a specified period of paid leave following the birth or adoption of a child and will run concurrently with Family Medical Leave (FML) to the extent that FML is available to the employee.

### Definitions

Term	Definition
<b>Paid Parental Leave</b>	A period of paid leave (that does not reduce an employee's balance of accrued time under any other university paid leave program) for the purpose of recovery from childbirth and/or to care for and bond with a newborn or newly-adopted child.
<b>Birth mother</b>	A female who gives birth to a child.
<b>Father</b>	A male who is legally responsible for child rearing as the male spouse or domestic partner of the birth mother.
<b>Domestic partner</b>	A same- or opposite-sex adult partner who has met the requirements of and has a completed Affidavit of Domestic Partnership on file with the department and with the Office of Human Resources.
<b>Adoptive parent</b>	A parent who has taken a child into one's family, through legal means, to raise as one's own child.
<b>Adoptive child</b>	A child up to 18 years of age who is adopted through public, private, domestic, international or independent means and who is not the step-child of the adoptive parent.
<b>Stillbirth</b>	The loss of a fetus during or following the 20 <sup>th</sup> week of pregnancy.
<b>Year of service</b>	The 12-month period immediately prior to the date of the birth or adoption event, during which an employee has obtained at least 1,560 hours (the annual equivalent of 75% FTE) of active pay status.



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### Policy Details

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#### I. Guiding Principles

- A. The purpose of Paid Parental Leave is to provide a birth mother, father, domestic partner or adoptive parent with paid time off to recover from childbirth and/or to care for and bond with a newborn or newly-adopted child.
- B. It is the intent of this policy to provide faculty and staff members with a paid leave benefit that may be combined with other leave programs to maximize the length of paid leave available and to supplement paid time off under [Family Medical Leave \(FML\)](#), in the event of a birth or the adoption of a child.
- C. Paid Parental Leave is a benefit of employment and its use shall not have a negative impact on employment status or opportunities.
- D. Departments should be flexible in managing Paid Parental Leave requests, so as to permit employees to effectively combine career and family responsibilities.
- E. Workload issues should be proactively managed so that excessive work demands are not placed on remaining faculty and staff.

### PROCEDURE

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#### I. Eligibility-defined as meeting all of the following criteria:

- A. A faculty or staff member who becomes a new parent as a:
  - birth mother,
  - father,
  - adoptive parent, or
  - domestic partner.
- B. A faculty or staff member who holds a regular appointment or auxiliary faculty appointment of at least 75% FTE.
- C. A faculty or staff member who has completed at least one year of service prior to the date Paid Parental Leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or the adoption of a child will be eligible for a pro-rated portion of Paid Parental Leave.



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### II. Program Design

- A. Paid Parental Leave is paid at 100% of the employee's regular pay (based upon FTE) for the specified number of hours outlined in this policy.
- B. Up to 240 hours (6 work weeks, based on an appointment of 100% FTE) constitute Paid Parental Leave for a birth mother for recovery from childbirth and to care for and bond with a newborn.
- C. Up to 120 hours (3 work weeks, based on an appointment of 100% FTE) constitute Paid Parental Leave for a father, domestic partner or adoptive parent to care for and bond with a newborn or newly adoptive child.

### III. Use

- A. Paid Parental Leave should generally commence following the birth or adoption of a child, but in some instances, may occur prior to the event when deemed medically necessary or when requisite to fulfill the legal requirements for an adoption, provided all eligibility requirements are met.
- B. Paid Parental Leave is available for one year from the birth or adoption of a child.
- C. Paid Parental Leave will run concurrently with Family Medical Leave (FML), to the extent that an individual has an available amount of FML equivalent to the length of the Paid Parental Leave to be taken. If the amount of FML available is less than the amount of Paid Parental Leave to be taken, Paid Parental Leave will still be granted as specified in this policy, without regard to the existence of the individual's available FML. In this case, the return to work provision of the [FML policy](#) will apply.
- D. Paid Parental Leave may be used at one time or intermittently prior to and during the first 12 weeks following the birth or adoption event. After this period of time, Paid Parental Leave may be taken on an intermittent schedule with advanced notice, scheduling and departmental approval.
- E. Paid Parental Leave may be used in cases of stillbirth. In such event, a maximum of 2 weeks of Paid Parental Leave may be used and appropriate medical documentation is required. Additional time may be used from sick leave balances when supported by medical documentation.
- F. Paid Parental Leave shall be exhausted prior to the use of Vacation Leave or Compensatory Time when such leave is requested for the purpose of a birth or adoption event.
- G. Paid Parental Leave shall be exhausted prior to the use of Unpaid Leave, unless the Unpaid Leave is for the sole purpose of receiving Short-Term Disability benefits.
- H. Paid Parental Leave shall be exhausted prior to the use of Sick Leave in excess of the maximum allowed for a birth mother (refer to Paid Leave Programs, [Policy 6.27](#), for details regarding the maximum usage of Sick Leave permitted for the birth of a child).
- I. One Paid Parental Leave benefit is available per employee, per birth or adoption event. The number of children involved does not increase the length of Paid Parental Leave granted for that event.



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### Responsibilities

Individual or office	Responsibilities
<b>Employee</b>	<ol style="list-style-type: none"><li>1. When the use of Paid Parental Leave is anticipated, provide written notice to the administrator or to the appropriate person within the department as far in advance as possible.</li><li>2. Submit an Application for Leave form in conjunction with any other appropriate documentation, pursuant to the <a href="#">Family Medical Leave (FML) policy</a>.</li><li>3. Ensure that an <a href="#">Affidavit of Domestic Partnership</a> is on file with the department and with the Office of Human Resources for the use of Paid Parental Leave as a domestic partner.</li><li>4. Faculty may request to stop the tenure clock while on Paid Parental Leave. Refer to <a href="#">Faculty Rule 3335-6-03</a> for information and exclusion guidelines.</li></ol>
<b>Unit</b>	<ol style="list-style-type: none"><li>1. Ensure that Paid Parental Leave is appropriately documented and entered into the Human Resources Information System.</li><li>2. Manage Paid Parental Leave requests effectively to provide flexibility for individuals to use the leave when appropriate, while balancing remaining workloads within the unit.</li><li>3. Consult with employees to assist with understanding of all leave benefits.</li></ol>
<b>Office of Human Resources</b>	<ol style="list-style-type: none"><li>1. Consult with individuals and units on appropriate use of Paid Parental Leave and other applicable leave programs.</li><li>2. Consult with departments to ensure that Paid Parental Leave is managed effectively for the mother, father, domestic partner, or adoptive parent.</li></ol>

### Resources

**Forms** (available online at [hr.osu.edu/forms](http://hr.osu.edu/forms)):

- Application for Leave form
- Affidavit of Domestic Partnership form
- Medical Certification form

**More information:**

- Human Resource Policy, 6.05, [Family and Medical Leave](#)
- Human Resource Policy 6.27, [Paid Leave Programs](#)
- Paid Parental Leave – [Frequently Asked Questions](#)
- [Parental Care Guidebook](#)
- Faculty Rule 3335-6-03, Probationary service, and duration of appointments for tenure-track faculty, (D) Exclusion of time from the probationary period, [trustees.osu.edu/rules6/ru6-03.html](http://trustees.osu.edu/rules6/ru6-03.html)



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### Contacts *(required)*

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Topic	Office	Telephone	E-mail/URL
Policy clarification	Organization and Human Resource Consulting, Office of Human Resources	614-292-2800	<a href="mailto:ohrc@hr.osu.edu">ohrc@hr.osu.edu</a> <a href="http://hr.osu.edu/ohrc">hr.osu.edu/ohrc</a>
Policy clarification	Customer Service, Office of Human Resources	614-292-1050 1-800-678-6010	<a href="mailto:service@hr.osu.edu">service@hr.osu.edu</a>
Policy clarification for Health System employees	Employee Relations, Health System Human Resources	614-293-4988	

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