

DEPAUL UNIVERSITY



Parental Leave

Category: Human Resources

Responsible Department: Benefits

Responsible Officer: Vice President, Human Resources

Effective Date: 01/03/2019

Policy Summary

This policy reflects the guidelines of the University's Parental Leave program. Eligible employees who have given birth to a child, who are a spouse, domestic partner, or unrelated second domiciled adult of an employee who has given birth to a child, or who has adopted a child, or accepted responsibility for a foster child (age 17 or younger) are eligible for two (2) weeks of paid parental leave. The purpose of the paid parental leave is to enable the employee to care for and bond with a newborn, newly adopted, or foster child.

This policy runs concurrently with the University's [Family & Medical Leave \(FMLA\) policy](#). This parental leave is separate from and in addition to a disability leave granted under the [Sick Time, Short and Long-Term Disability Policy](#) set forth by the University.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Full-Time Faculty

Effective November 1, 2017, this policy applies to all full-time staff and full-time faculty who have completed one (1) year of service (consecutively or nonconsecutively) and have worked a minimum of 1,250 hours during the 12 months immediately preceding the date a leave would begin. Part-time employees (staff and faculty), student workers, and temporary employees are not covered under this policy.

Policy

A. Guidelines

Eligible employees receive a maximum of two (2) weeks per twelve (12) month period of paid parental leave for the birth, adoption or placement of a foster child/children, occurring on or after November 1, 2017. A multiple birth, adoption or placement (e.g. the birth of twins or adoption of

siblings) does not increase the two-week total amount of paid parental leave granted. If both parents of the child work at DePaul, each parent receives a maximum of two (2) weeks of parental leave per the twelve (12) month period.

Approved paid parental leave may be taken at any time during the twelve (12) month period immediately following the birth, adoption or placement of a foster child with the employee. For example, if an employee has a child and is paid for six (6) weeks of [short-term disability](#), the employee may take an additional two (2) weeks of paid parental leave immediately following the end of short-term disability or at any time during the twelve (12) month period. Paid parental leave may not be used or extended beyond the twelve (12) month period immediately following the birth, adoption or placement of a foster child with the employee.

Eligible employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the twelve (12) month timeframe indicated above. If both parents work at DePaul, each parent must take paid parental leave in one continuous period of leave, but the time off can be taken separately from one another. Any unused paid parental leave will be forfeited at the end of the twelve (12) month timeframe.

Each week of paid parental leave is compensated at one-hundred (100) percent of the eligible employee's regular, straight-time weekly pay. Paid parental leave will be paid on a bi-weekly basis on regularly scheduled pay dates.

Eligible employees who terminated employment will not be paid for any unused paid parental leave.

B. Coordination with FMLA

Paid parental leave taken under this policy will run concurrently with leave under FMLA. Any leave taken under this policy due to birth, adoption, or foster care will be counted towards the twelve (12) weeks of available FMLA leave per a twelve (12) month period. All other requirements and provisions under the FMLA will apply. The total amount of leave under the FMLA policy and the parental leave policy, whether paid or unpaid, will not exceed twelve (12) weeks during the twelve (12) month FMLA period. For example, if an employee uses twelve (12) full weeks of leave under FMLA, the employee will not be entitled to an additional two (2) weeks of parental leave after the twelve (12) weeks of FMLA is used.

DePaul will maintain all benefits for employees during the paid parental leave period.

If a holiday occurs while an eligible employee is on paid parental leave, the day will be charged to parental leave. The holiday will not extend the parental leave benefit.

Procedures

Eligible employees must provide a request for parental leave to their manager and Human Resources, Benefits at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).

Employees must complete the Parental Leave Form and provide all documentation as required by the Human Resources, Benefits representative. A Human Resources, Benefits representative reserves the right to request additional documentation, as needed, to substantiate the request.

As paid parental leave runs concurrently with FMLA, eligible employees must contact Liberty Mutual (DePaul's leave of absence administrator) at 1-888-685-1372 or through the Liberty Mutual portal (Go to [myHR](#) and then select Self Service > Benefits > Liberty Mutual) to initiate the FMLA leave of absence process.

Divisional Collaborations

Financial Affairs

Contact Information

Office of Human Resources

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Appendices

None.

History/Revisions

Origination Date: 11/01/2017

Last Amended Date: 01/03/2019

Next Review Date: N/A