

**SNU Policy: Parental Leave Policy**  
**SNU Policy ID: Benefit Information D-14**  
**Policy Reviewed by: Director of Human Resources**  
**Approval Authority: Vice President for Business and Finance**  
**Approval Date: March 1, 2025**  
**Next Review Date: March 1, 2030**

## **Purpose**

The university endorses the right of its employees to become parents. We want to respect and encourage parents as they welcome a new child into their home. We are, therefore, prepared to support and allow new parents enough time to recover from childbirth and care for their child. Parental leave applies to full-time and part-time (proportional to FTE%) employees who accrue leave on a leave plan. Paid Parental Leave is an important part of how we support our employees and the people who matter most to them. Paid Parental Leave is offered to both new mothers and fathers.

This protocol ensures compliance with the Family and Medical Leave Act (“FMLA”) and provides guidance to both employees and supervisors in the consistent application of the provisions of the Act. Paid Parental Leave will run concurrently with FMLA leave if the employee meets the eligibility requirements of the FMLA. The concurrent use of Paid Parental Leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to an employee.

As part of SNU’s commitment to work/life balance, and in an effort to honor the parental role of our employees, the university supports employees using available leaves and benefits to maximize family time when a new child joins a family. The information below explains these provisions.

## **FMLA/Paid Parental Leave Eligibility and Certification**

An employee is eligible for FMLA time off and Paid Parental Leave if the employee:

- Has been employed by the university for at least 12 consecutive months, and
- Has worked at least 1,250 hours\* during the 12 month period preceding the time the leave would begin. Work hours do not include time paid but not “worked”, such as paid vacation, personal, sick & holidays, nor do they include unpaid leave (of any kind, with the exception of military leave) or periods of layoff.

\*If you have questions about FMLA leave or eligibility, please see the FMLA Policy for Staff & Faculty Employees or ask Human Resources.

## **Parental Leave Guidelines**

An employee is eligible for Parental Leave if the employee has fulfilled the requirements for FMLA. If eligible, an employee may take up to 4 weeks of Parental Leave (paid by the university) for the following reasons:

- The birth of a child or to care for the employee's child within the first twelve (12) months after birth, or;
- The placement of a child with the employee for adoption or foster care within the first twelve (12) months of placement.

Once an employee has used his/her Parental Leave, the employee must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave.

In all cases, parental leave must conclude within one year of the qualifying birth or adoption. A limit of two Paid Parental Leaves during an eligible staff employee's career at SNU applies, regardless of any breaks in service. However, employees will still be able to use FMLA, if eligible.

## **Requesting Paid Parental Leave**

When requesting Parental Leave, the employee must provide the University with at least thirty (30) days of advance notice whenever possible. Since Paid Parental Leave is concurrent with FMLA, the employee must fill out the "Application for Family or Medical Leave" form and submit it to the Director of Human Resources when requesting Paid Parental Leave.

## **Employer Response to Employee's Request for Paid Parental Leave**

Within 15 business days, the Director of Human Resources will provide the requesting employee with an eligibility notice, stating whether the employee is eligible for Paid Parental Leave. Copies of these documents will be placed in the employee's medical file.

## **Return from Paid Parental Leave**

Employees will be required to inform the Director of Human Resources on whether they intend to return to work after Paid Parental Leave and if they later determine they will not return to work after Paid Parental Leave.

## **Benefit Continuation During Paid Parental Leave**

The University will maintain group health care benefits (medical, dental, vision) for the employee while he or she is on Parental Leave/FMLA leave (if currently enrolled), but the employee is responsible for paying the normal monthly contribution, including any changes which apply.

## **Substitution of Paid Leave**

Employees must use any accumulated sick or vacation time to extend paid leave beyond the allowed 4 weeks. If the employee wishes to continue time off to the extent of FMLA, the time not covered by Parental Leave or accumulated sick or vacation time will be considered unpaid leave or leave without pay.