

Parental Leave

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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Errors or changes to: aim@uta.edu

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I. Policy Statement

The University of Texas at Arlington provides up to twelve (12) weeks of unpaid parental leave for those employees who are ineligible for family and medical leave coverage for the birth of a natural child or for the adoption or foster care placement of children under three (3) years of age.

II. Scope

Employees appointed to work at least twenty (20) hours per week for a period of at least four and one-half (4 ½) months are eligible. Employees employed in positions that require student status as a condition of employment are excluded from this policy.

III. Purpose

Eligible employees with less than twelve (12) months of state service or less than 1,250 hours of work in the twelve (12) months immediately preceding the start of leave are entitled to parental leave for qualified events not to exceed twelve (12) weeks or 480 hours. If both parents work for the University, the total amount of leave cannot exceed 12 weeks. This limitation applies only for those cases involving the birth or placement of a child. In cases involving sickness, this limitation does not apply.

IV. **Qualified Events**

Parental leave is available to eligible employees for the following reasons:

- The birth of a natural child, or
- The adoption or foster care placement of a child under three (3) years of age.

V. **Commencement and Coverage Duration**

The leave period begins with the date of birth or the adoption or foster care placement and can last up to twelve (12) weeks. An employee's entitlement to leave for the birth or placement of a child expires 12 months after the birth or placement.

VI. **Concurrent Use of Paid Leave**

Employees are required to use all accrued and available vacation leave and sick leave, when applicable, while taking parental leave. Sick leave may be used in conjunction with parental leave only in accordance with the sick leave policy. See *Family and Medical Leave Act* ([Procedure 3-16](#)).

If the employee becomes eligible during the parental leave for family and medical leave, then the employee will be placed on family and medical leave for the remainder of the leave.

The period the employee is placed on parental leave will count toward the twelve (12) weeks of family and medical leave. See *Family and Medical Leave Act* ([Procedure 3-16](#)).

VII. **Leave Without Pay**

The employee will be placed on leave without pay for the balance of the parental leave not covered by available and appropriate leave accruals until the employee returns to work. The same is true for any portion of the parental leave that is applied to family and medical leave.

VIII. **Procedures**

- A. **Employee Responsibilities:** When foreseeable, the employee shall give at least thirty (30) calendar days advance notice to the University of the need to take parental leave. The notification shall state the length of the leave requested, the amount of vacation leave, sick leave, and leave without pay to be used. Employees are required to complete *Request for Family and Medical Leave* ([Form 3-23](#)) to determine eligibility.

The employee, other than faculty, shall accurately complete the Official Time Report, note the vacation leave and sick leave used, and submit it in a timely manner for approval to the supervisor. Faculty members must deduct for all sick leave even though no classes were missed if the absence occurs during the normal workday for regular employees.

- B. **Supervisor Responsibility:** The supervisor must review and approve the leave, verify that the employee has accurately recorded the leave, and sign the appropriate time report. The supervisor shall place the employee on leave without pay when all available and appropriate accrued leaves have been exhausted. The supervisor shall place the employee on family and medical leave once the employee becomes eligible for such leave. See *Family and Medical Leave Act* ([Procedure 3-16](#)).

It is the University's responsibility to designate leave, paid or unpaid, as FMLA-qualifying or as Parental Leave.

IX. **Insurance Benefits**

- A. **Employer Premium Sharing.** The University will continue to contribute its share of premiums for an employee's insurance during the time that an employee is using available and appropriate leave accruals. The University will discontinue its share of premiums for an employee's insurance during the time that an employee is on leave without pay.
- B. **Employee Insurance Premiums.** While an employee is using leave accruals, he or she is responsible for paying his or her share of the insurance premiums in the same amount as when working. While on leave without pay, the employee is responsible for the entire cost of the insurance premiums.
- C. **Nonpayment of Premiums by Employee.** If the employee fails to pay an insurance premium by the due date, the University will cease to maintain coverage.

X. **Paid Leave and Benefit Accruals**

While an employee is on parental leave, vacation leave, sick leave and state service credit will continue to accrue only during that portion of the leave that is covered by paid leave.

For Assistance: Questions regarding parental leave should be directed to Human Resource Services, Employee Benefit Services or to the web site:

<http://www.uta.edu/hr/benefit-services>