

FREQUENTLY ASKED QUESTIONS

1. Who is eligible for paid parental leave benefits?

Brown University provides eligible employees up to 6 weeks of paid time off to care for a newly born infant or adopted child. Staff who currently work at least 975 hours per year and who have worked at least 975 hours per year for the previous one continuous year are eligible to take up to six weeks of parental leave at full pay.

2. How do I apply for this benefit?

Once you have submitted a leave of absence in Workday, if you are eligible for the Benefit, you will receive access to a new time off type titled "Parental Time Off". You will then need to request one Parental Time Off day/hours, on your Workday time off calendar, for each day that you will be using the benefit (30 business days max.). For more information on the leave of absence process please contact Leave_Admin@brown.edu.

3. Is there a time frame in which I need to take paid parental leave?

Yes. The benefit can be taken any time within the 12-week period after the date of birth or placement for adoption, but the weeks must be taken consecutively.

4. Must the six weeks for paid parental leave be taken all at once?

Yes. Paid parental leave must be taken in one continuous period of leave.

5. How is this benefit different from a leave of absence?

A leave of absence is your time away from work and may come with certain protections, such as job protection. The parental leave benefit is an employee benefit that provides compensation during your eligible leave of absence.

6. My spouse and I are both employed at the University. Do we both get six weeks of paid parental leave?

Yes, as long as each of you meets the eligibility requirements.

7. I will meet the one year of service requirement after I go out on a leave of absence, am I eligible for the parental leave benefit?

If your one-year anniversary occurs during your leave of absence, and within the 12 weeks after the date of birth/adoption, you may apply the benefit to the number of weeks remaining within the 12-week period. For example, your leave begins on October 1 and your one-year anniversary date occurs on December 1, you would be eligible to receive approximately four weeks of the Parental Leave benefit.

8. I am a department manager. If I hire a temporary employee can the department be reimbursed for the cost?

No. As of January 1, 2019 the reimbursement has been discontinued.

9. I am a union member. Am I eligible for this benefit?

Employees represented by a collective bargaining agreement should refer to their respective agreement for a description of leave benefits offered.

10. What happens if a holiday/winter break occurs during my paid parental leave?

If you are using paid time off (parental,sick,vacation) before and on the day prior to the holiday you will be paid, by Brown, for the holiday/winter break and will not have to

designate the holiday/winter break as time off. If you are unpaid before and on the day prior to the start of the holiday/winter break you will not be paid, by Brown, for the holiday/winter break.

11. I would like to take more than 6 weeks for my parental leave. How can I get paid?

You may choose to use sick and vacation time off that was accrued prior to the start date of your leave to remain paid, by Brown, for a portion or the duration of your leave. This benefit does not impact your eligibility for state benefits.

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