Parental Leave (30.026)

Introduction
This policy provides paid time off for eligible employees to care for a newly born infant or adopted child.

Policy Statement
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 four continuous years are eligible to take up to six weeks of parental leave at full pay. Seasonal/intermittent positions are excluded from coverage under this policy.

This benefit is available to biological and adoptive parents and is available as of the date of birth of the child or date of placement for adoption. 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. In the event that both parents work at Brown and meet the eligibility requirements, both are eligible for the benefit.

Departmental Parental Leave Benefit Reimbursement. Departments may be reimbursed for the cost of hiring replacement staff, if needed, to cover the absent staff member's duties.

- Reimbursement is for up to six weeks of the actual cost of a replacement (salary including the fringe benefit rate); is restricted to work performed within six weeks following the date the child is born or adopted. This reimbursement will not exceed six weeks of the regular employee's base pay (cost of salary without benefits).
- Reimbursement is only available to a department when the staff member on leave is eligible for Parental Leave Benefit.
- If the regular staff member chooses to extend the leave beyond six weeks, the department assumes all financial responsibility for any replacement staff.

Responsibilities
Employee: Request leave of absence and parental leave Time Off in Workday

Department: Supervisor approves the leave and time off requests. If reimbursement will be sought for temporary replacement staff, the department is responsible for initiating that as well.

Benefits Office: Confirm parental leave eligibility and approve the leave. Approve reimbursement request if applicable.

Procedures
Parental Leave Benefit. The Parental Leave Benefit begins on the date of the birth of the child or date of placement for adoption of a child age 16 years or younger. Key elements of the procedures follow:

- Employee should request a leave of absence in Workday and choose "FMLA" as the leave type.
- Once the leave is approved in Workday, eligible employees will have a new Time Off option called "Parental Leave."
- The Parental Leave Time Off should be entered into Workday the same way employees request sick or vacation days.
- For a birth, a Physician’s Statement must be received any time before or at least within 15
calendar days after the leave is processed.

- For an adoption, proof of the placement for adoption must be received any time before or at least within 15 days after the leave is processed.

**Parental Leave Benefit Reimbursement Form.** Departments hiring replacement staff must complete and submit the Parental Leave Benefit Reimbursement Form to the Benefits Office within 30 days of the end of the six week Parental Leave Benefit period in order to be reimbursed. The Departmental Parental Leave Benefit Reimbursement is processed by the Benefits Office.

**Forms/Instructions**
- Parental Leave Reimbursement Form

**Related Policies**
- Leaves of Absence
- Family and Medical Leave Act (FMLA)/Rhode Island Parental Family and Medical Leave (RIPFML)

**Related Information**
- Staff members receiving Parental Leave Benefit may not simultaneously receive sick or vacation time; however, sick and vacation time will continue to accrue during the Parental Leave. For employees who work less than 12 months per year, the Parental Leave Benefit only replaces wages for normally scheduled workdays. This Parental Leave will count toward any FMLA entitlement and run concurrently with eligible FMLA/RIPFML. Please see the FMLA/RIPFML policy to determine any eligibility.

This policy does not affect an employee's eligibility for Rhode Island Temporary Disability Insurance (RITDI) or Rhode Island Temporary Caregiver Insurance (RITCI).

**Policy Owner Approved by** Vice President for Human Resources

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