

	Responsible Executive: Vice President and Chief Human Resources Officer	
	Responsible Office: Human Resources	
	Effective Date: 04/01/2018	Last Revised: TBD
	Policy Title: 4.16 Parental Leave of Absence	

Definitions

~~Child:~~ Person under the age of 18.

~~Eligible Event:~~ Date of covered reason including birth, adoption, placement of a child (foster care or legal guardianship), stillbirth or miscarriage.

Foster Placement: The placement of a child by a state agency with an individual who is not the child's parent or legal guardian and who seeks the opportunity to adopt the child.

Legal Guardianship Placement: A court-ordered relationship in which a person is assigned the responsibility and authority to provide physical care and supervision for a child.

Miscarriage: The spontaneous loss of a pregnancy before the 20th week.

~~Placement of a child:~~ Includes Foster Placement and Legal Guardianship.

Regular Benefit Eligible Position: A position expected to work consistently at least ~~three fourths time~~ 50% of a full-time position for ninety days or more and is subject to the Arizona Board of Regents terms and conditions for Academic Professionals, Administrators, Administrative Faculty, Classified Staff, University Staff, Faculty, or Service Professionals.

Regular Employee: An employee working in a Regular Benefit Eligible Position ~~is a regular employee.~~

Stillbirth: The death or loss of a child before or during delivery at or after 20 weeks of pregnancy ~~or infant death within the first 12 weeks of delivery.~~

Policy

~~The purpose of t~~his policy ~~is to~~ support s employees with approved time away from work (paid or unpaid) for birth, adoption, Foster Placement, Legal Guardianship

Placement, Stillbirth, or Miscarriage. ~~or placement of a child (foster care or legal guardianship).~~

Section I: Qualifying for Parental Leave

A. Eligibility

~~The policy provides that~~ Regular Employees are eligible for either approved paid or unpaid parental leave for an eligible event. ~~the birth, adoption or placement (foster care or legal guardianship) of a child.~~

- ~~Paid time off:~~ Regular Employees with one year of service and who ~~has~~ have worked at least 1,250 hours in the last twelve months ~~will~~ be eligible for **paid time off**.
- ~~Unpaid time off:~~ Regular Employees who have worked less than one year and/or ~~as~~ have worked less than 1,250 hours in the last 12 months ~~will~~ be eligible for **unpaid time off**.

B. ~~Qualifying Reasons~~ Eligible Events

Parental leave may be used for the following:

- Birth.
- Adoption.
- Foster Placement.
- Legal Guardianship Placement.
- Stillbirth, or
- Miscarriage.

~~An eligible employee may request a Parental Leave of Absence for birth, adoption or placement of a child (foster care or legal guardianship). Benefits are also provided in the case of miscarriage or stillbirth.~~

~~Unauthorized or fraudulent use of this benefit for other reasons may result in disciplinary action up to and including termination.~~

C. Duration [Items in this section were reordered.]

- An eligible employee may request up to ~~twelve work~~ 12 weeks of ~~Pparental Lleave of Absence~~ for birth, adoption, or Foster pPlacement.

~~(foster care or Legal g Guardianship Placement) of a child, or Stillbirth. In the event of a stillbirth an eligible employee my request up to 12 weeks of Paid Parental Leave in place of bereavement leave.~~

2. In the event of a Miscarriage, An eligible employee ~~will be able to~~ may request up to two weeks of parental leave ~~in the case of miscarriage.~~
3. Parental leave runs concurrently with ~~F~~family and ~~M~~medical ~~L~~leave (FMLA); and does not extend the FMLA leave period.
4. If both parents work for NAU, ~~both~~ each parents ~~are~~ is eligible to request ~~up to 12 weeks of P~~parental ~~L~~leave ~~each.~~
5. Parental ~~L~~leave ~~of Absence~~ must be taken as a continuous block of leave unless the supervisor agrees to allow intermittent or reduced schedule leave based on business need.
6. Parental ~~L~~leave is ~~available once~~ limited to 12 weeks in a 12-month period which begins on the eligible event date.
7. Eligibility for a ~~P~~parental ~~L~~leave ~~shall~~ expires at the end of a 12-month period beginning on the eligible event date ~~date of approved Parental Leave.~~
8. An employee may be approved for, and begin taking, Parental Leave up to two weeks before the anticipated eligible event. Starting ~~P~~parental ~~L~~leave before the eligible event does not extend the ~~P~~parental ~~L~~leave period.
9. Parental Leave can only be use once for the same child.
10. For Foster Placement or Legal Guardianship Placement, of a Child ~~(Foster Care or Legal guardianship)~~ ~~P~~parental ~~L~~leave is only available for the period the child is placed with the employee.

Section II: Pay Status and Benefits

A. Paid Parental Leave

The paid parental leave benefit will be based on the employee's base salary.

1. Employees on paid parental leave are not eligible to receive supplemental pay in addition to their parental leave benefit payments.
2. Paid parental leave will be paid from the same funding source as the employee's regular pay.

B. Pay Status

Employees on parental leave remain in a paid status by using paid parental leave, sick time, and/or vacation time.

1. ~~Paid Parental Leave:~~ An employee eligible for **paid** ~~P~~parental ~~L~~leave, is required to report all time away from work following Human Resources procedures to stay in a paid status.
2. ~~Unpaid Parental Leave:~~ An employee eligible for **unpaid** ~~P~~parental ~~L~~leave, ~~is required to~~must report all time away from work following Human Resources ~~Department~~ procedures. The ~~u~~University requires the employee to use any accrued paid time off including sick and/or vacation time.
 - a. Use of paid time off will occur in the order of all available sick time and then vacation time and then. ~~Non-exempt employees may also use accumulated compensatory time balances after sick and vacation time are depleted.~~
 - b. An employee will remain in a paid status until all accrued paid time off balances are depleted after which. ~~They will be placed in an unpaid status when all accrued paid time off balances are depleted.~~

[Text moved to Section III: Employee Responsibilities]

C. Effect on Benefits

~~Voluntary Benefits:~~ The ~~u~~University will continue to pay the employer's portion of **voluntary benefits** premiums including medical and dental insurances ~~for the duration of the~~during ~~P~~parental ~~L~~leave ~~of Absence~~ whether the employee is in a paid or unpaid status.

1. While in a paid status, premiums will continue to be collected through payroll deductions.
2. If the employee is in an unpaid status, premiums will be collected through personal payments. ~~However, if~~ the employee's portion of the premium payment is more than 30 days late, the ~~u~~University may discontinue coverage.
3. ~~Leave Accruals:~~ **Vacation** and **sick** ~~hours~~time will accrue while an employee is ~~in~~ a paid status.

4. ~~Retirement:~~ No refund of any retirement contribution is made upon ~~the~~ commencement of ~~the~~parental leave; since the ~~return of the~~ employee is ~~anticipated~~expected to return to work.
5. Service credits do not accrue during any period of unpaid leave, but will ~~commence~~resume upon the employee's return to work.
6. ~~Other Benefits:~~ The **educational aid** benefit remains in effect for employees during ~~the~~parental leave ~~period~~ as does the use of ~~u~~University facilities.
7. ~~Continuous Service:~~ Computation of **service dates** for continuous service, vacation accrual rates, seniority, and general pay adjustments will include this leave as creditable service providing the employee returns to work on the first workday following the termination of the authorized leave.

Section III: Employees Responsibilities

A. Requesting Parental Leave

Requests for ~~P~~parental ~~L~~leave must be submitted following Human Resources ~~Department~~ procedures.

1. ~~and made at least thirty days in advance of the need for leave. In addition,~~ ~~e~~Employees should notify their department that they will be requesting ~~P~~parental ~~L~~leave before submitting the request to Human Resources.
2. Unless the leave is unplanned, requests should be made at least thirty days in advance of the need for leave.
3. Failure to follow procedures or timelines may result in the denial or delay of ~~P~~parental ~~L~~leave ~~of Absence~~ and paid time off if eligible.

B. Responsibilities During Parental Leave

1. Employees who have requested ~~a~~ ~~P~~parental ~~L~~leave ~~of Absence~~ must provide Human Resources and their department with ~~up-to-~~date contact information (e-mail, phone, and home address) for the duration of their leave of absence.
2. ~~In addition~~ While on parental leave, they the employee must respond to inquiries from Human Resources and their department about their leave in a timely manner.

3. It is the employee's responsibility to notify Human Resources and their supervisor of their intent to return to work at least two weeks prior to reporting back to work to facilitate planning and completion of paperwork.
4. If an employee does not return to work on the expected return date, any additional time away may be considered an unauthorized absence.

C. Return to Work

~~The granting of Parental Leave of Absence will i~~In most circumstances the use of parental leave will be followed by the employee's return to their former or essentially equal position. ~~The practical effect of this is that t~~The department head should hold the employee's regular position anticipating the employee's return from ~~P~~parental ~~L~~leave of Absence. ~~However, t~~The department head can hire a temporary replacement for the duration of the leave.

1. If the ~~leave is based on the employee's inability to work due to pregnancy~~employee was pregnant, the employee is responsible for providing adequate documentation to support a return to work.
2. Employees with disabilities are encouraged to consult with the Disability Resources Office regarding possible reasonable accommodations s which may provide additional leave options and/or assistance in ~~them to~~ returning to work.
3. Employees who need access to a lactation room when the return to work should contact the Equity and Access Office (EAO) at EquityandAccess@nau.edu.

D. Failure to Return or Accept Employment

~~An employee who fails to return to work at their full schedule for at least 30 calendar days agrees to reimburse the University for the salary and benefits paid on your behalf during the Parental Leave period.~~

1. Voluntary Termination

An employee will be considered to have voluntarily terminated employment if they:

- a. Fail to return to work upon the expiration of the approved ~~P~~parental ~~L~~leave ~~of Absence~~ or any extension thereof; ~~or~~

- b. Fail to contact their department head at least two weeks prior to the end of the approved ~~P~~parental ~~L~~leave ~~of Absence~~ to request an extension (if applicable); ~~or~~
 - c. Advise the ~~u~~University of their intention not to return to work; or
 - d. Refuse comparable reemployment.
2. An employee who voluntarily terminates employment and fails to return to work for at least 30 calendar days agrees at the end of the Parental Leave of Absence for reasons listed above will be required to reimburse the University for the salary and benefits paid on their behalf during the ~~paid~~ ~~P~~parental ~~L~~leave period.
3. An employee must return to a Regular Benefit Eligible Position. If the department approves, the employee may return to a position with fewer standard hours or at a reduced FTE if the position remains a Regular Benefit Eligible Position.
4. The ~~u~~University may excuse reimbursement where the failure to return is due to the continuation, recurrence, or onset of a serious health condition of the employee or the child which would otherwise entitle ~~you~~ the employee to leave under the Family Medical Leave of Absence policy; ~~or~~ or other circumstances beyond ~~your~~ the employee's control.

Section V: Retaliation or Interference

NAU prohibits adverse action or retaliation against an employee who elects to take ~~P~~parental ~~L~~leave. Supervisors are prohibited from interfering with an employee's ability to take ~~P~~parental ~~L~~leave. Employees who are concerned about retaliation or interference are encouraged to contact Human Resources.

Related Information*

Forms

- [Parental Leave Request Form](#)

Related University Policies

- [Family Medical Leave of Absence](#)
- [Lactation Accommodation](#)
- [Sick Time](#)
- [Vacation](#)

- [Unauthorized Absence](#)

Department of Labor

- [Family Medical Leave Website](#)

Policy History*

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* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.

DRAFT - Open for Comment