

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

PAID PARENTAL LEAVE

INTERIM

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Division	Finance - Human Resources
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Purpose	The purpose of this policy is to support The University of Alabama in Huntsville's ("UAH" or "University") employees' work-life balance by providing employees with additional paid leave time for recovery from childbirth and/or to bond with their new child.
Policy	<p>After the conclusion of six months of service, Paid Parental Leave is available as described herein to all regular full-time and part-time faculty and staff in a benefits eligible category ("Eligible Employee") for recovery from childbirth and/or to bond with the newborn, newly-adopted, or newly-fostered child.</p> <p>UAH will provide up to four work weeks (160 hours maximum) Paid Parental Leave to an Eligible Employee who is the birth-, adoptive- or foster-parent of a newborn child, newly-adopted child or newly-fostered child. Paid Parental Leave may be used only for recovery from childbirth and/or to bond with a newborn, newly-adopted or newly-fostered child under the age of 19. A multiple birth, adoption, or foster placement (e.g., the birth, adoption or fostering of twins or siblings) does not increase the length of Paid Parental Leave. If both parents are employed by UAH, each parent may receive up to four work weeks (160 hours maximum) of Paid Parental Leave within the six-month period immediately following the date of the child's birth, date of adoption, or date of placement of a child for adoption or foster care.</p>
Procedures	<p>Leave Usage</p> <p>Paid Parental Leave shall only be available to use during the six-month period immediately following the child's date of birth, date of adoption, or date of placement of a child placed for adoption or foster care. Paid Parental Leave may be taken during the first six-months following the birth or adoption on a continuous, intermittent (separate blocks of time at a minimum of four -hour increments), or reduced schedule (reduced number of work hours per day or per week) basis. Employees opting to use Paid Parental Leave on an intermittent or reduced schedule basis are expected to coordinate their leave schedule with their supervisor in advance, except in cases of emergency.</p>

Paid Parental Leave may only be allocated once per qualifying event during a 12-month period rolling based on the date of the child's date of birth, adoption, or placement of adoption or foster care. Paid Parental Leave balance is not paid out and does not roll over at the end of the 12-month period. Employees will not be paid for any unused parental leave upon termination of employment. Paid Parental Leave is prorated based on full-time equivalency (FTE) for regular, part-time status. Paid Parental Leave will be paid at 100 percent of regular base hourly rate (based on FTE) for the specified amount of time outlined in this Policy. Employees eligible for leave through the Family Medical Leave Act (FMLA), Pregnant Workers Fairness Act (PWFA), or any other available leave must apply and be approved in order to use Paid Parental Leave. Leave or protections available through FMLA and PWFA are unpaid leaves; however, employees may use Paid Parental Leave hours in addition to any available accrued sick, annual, or compensatory time to run concurrent with other leave. Employees cannot exceed 100% of regular bi-weekly earnings.

Coordination with Other Leave Policies

1. Paid Parental Leave will run concurrent with and counts toward FMLA, PWFA, or any other leave the employee is entitled or eligible to receive.
 - a. FMLA is unpaid and limited to a maximum of 12-work weeks or 480 hours during a rolling 12-month period.
 - b. Paid Parental Leave is considered to be a paid portion of FMLA and PWFA, which does not extend the number of weeks available for leave under FMLA.
2. Paid Parental Leave may be used in conjunction with a variety of paid and unpaid leaves such as short-term disability, sick leave, annual leave, compensatory time, and UAH-approved holidays, not to exceed 100% of regular bi-weekly wages. For additional information or assistance when planning a Paid Parental Leave, an Eligible Employee should contact Human Resources (HR).
3. If any provisions of this Policy conflict with another applicable state or local leave law, then the employee will be entitled to the benefits and protections of whichever is more generous to the employee.

Academic Faculty

Eligible Employees who are academic faculty on regular nine-month or twelve-month appointments may receive four work weeks (160 hours maximum) of Paid Parental Leave during the regular appointment period. If the date of birth, adoption or foster care placement occurs outside of the regular appointment period (e.g., during the summer months for a regular 9-month faculty appointment from August through May), then eligibility for Paid Parental Leave will begin with a new regular appointment period. Parental Leave must be used within the six-month period outlined within the policy. Nine-month faculty or staff who have a summer appointment or are otherwise compensated by the University may elect to be eligible for and utilize Paid Parental Leave during that time period. If so, that time will count toward the

six-month period immediately following the child's date of birth, adoption, or foster care placement.

Notice

An Eligible Employee shall initially notify their supervisor and designated HR Representative of the need for Paid Parental Leave and the timing, duration, and schedule of the Paid Parental Leave.

- If the need for Paid Parental Leave is foreseeable, 30-day advance written notice of the need for leave is required, unless such notice period is not practicable.
- If the need for Paid Parental Leave is unforeseeable, notice should be provided as soon as is practicable, which means following one's supervisor's usual and customary notice call-in procedures for reporting an absence, unless unusual circumstances exist.
- An employee requesting Paid Parental Leave should submit the Paid Parental Leave request form to HR.
- Employees should adhere to appropriate procedures to apply for FMLA, PWFA, and/or any other applicable paid leave specified in the Staff/Faculty Handbook.

Group Health Insurance

UAH will continue to pay its share of the cost of group health insurance premiums during an approved Paid Parental Leave period. The Employee's share of the premium will continue to be withheld through payroll deductions.

Required Documentation

In addition to completing required University forms to request leaves applicable to the employee, Eligible Employees will also be required to provide documentation as outlined below. Official documentation must be submitted to HR before Paid Parental Leave will be given.

1. **Medical Documentation of Childbirth.** If Paid Parental Leave is due to the birth of a child, documentation is required to establish the employee's relationship to the child and to verify the child's date of birth. An official birth certificate or proof of live birth are the most common type of supporting documentation.
2. **Documentation of Adoption or Foster Care.** If Paid Parental Leave is due to the adoption of a child or the placement of a child for adoption or foster care, official documentation showing the date of adoption and/or placement of a child for adoption or foster care with the employee and/or pertinent information from the appropriate agency is required.

Definitions

For purposes of this policy, the following definitions apply:

- **Eligible Employee:** A regular, full-time or part-time faculty or staff member in a benefits-eligible category with six months of service

(non-regular categories do not fall under this policy including: TE, TN, FV, FT, PD, LP, HR, ST, and GG).

- Parent: A UAH faculty or staff member who is a legal parent/guardian of a newborn, newly-adopted or newly-fostered child under the age of 19. A legal parent is one whose name appears on the child's birth certificate, a legal document establishing paternity, or a legal document establishing adoption or foster care placement.
 - Paid Parental Leave: A period of paid leave of absence (that does not reduce an Eligible Employee's balance of any accrued benefit time such as sick leave, annual leave, compensatory time, or UAH- approved holidays) for the purpose of recovery from the birth of a child and/or to bond with a newborn, newly-adopted child or newly-fostered child who is under the age of 19.

Review

The Office of Human Resources is responsible for the review of this policy every five years (or whenever circumstances require).