

## **BRYN MAWR COLLEGE PARENTAL LEAVE POLICY**

### Purpose:

This Parental Leave Policy provides full pay to eligible employees who have a new child. It replaces the Staff and Faculty Paternity Leave and Staff and Faculty Maternity Leave Policies.

### Effective Date:

The effective date of the Parental Leave Policy is September 1, 2000. Eligible female employees may opt to receive the existing Maternity Leave Policy for births that occur prior to June 1, 2001. The existing Maternity Leave Policy will be discontinued effective with all births that occur on or after June 1, 2001. Births occurring on or after June 1, 2001 will be covered under the College's Short-term Disability Policy.

### Eligibility:

Regular full-time faculty and staff employees who have completed one year of service at the time of birth, adoption or foster care placement may apply for parental leave. Miscellaneous temporary staff employees and student employees are not eligible.

### Payment Schedule:

The College will provide all eligible full-time employees ten working days of paid time. This time must be taken in full day increments. It must be taken during the employee's leave period, in accordance with the Family and Medical Leave Act of 1993. Female employees who have given birth may delay payment until after short-term disability payments associated with the pregnancy and/or delivery have ended.

### Qualification:

Parental leave may be requested in the following situations:

- ◆ Birth of a child
- ◆ Adoption of a child
- ◆ Placement of a child with the employee for foster care

Employees expecting to take a parental leave should give at least three months written notice to her or his supervisor, and should apply for the leave in accordance with the Family and Medical Leave Act of 1993.

Employees who will be the child's primary caregiver will be permitted to take a leave up to a maximum of six months, with a combination of paid and unpaid time.

Interaction with Other Policies:

Male and female employees may also use accrued sick leave time in accordance with the Staff and Faculty Sick Leave Policy, to the maximum of 12 weeks in any 12 month period, as permitted by the Family and Medical Leave Act of 1993. Employees who request leave beyond 12 weeks must use available vacation, personal and/or unpaid time.

In accordance with the College Policy on Domestic Partners, Parental Leave is applicable to the birth, adoption or foster care placement of a child by a domestic partner. This is contingent on the employee having a Statement of Domestic Partnership on-file with Human Resources.

Revised November 17, 2000