

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.017.8 Parental Leave	Human Resources

Policy Statement. The University of North Texas at Dallas provides parental leave to new parents of natural, adopted or foster care children, when the provisions of the Federal Family Medical Leave Act (FMLA) are not applicable in accordance with state law.

Application of Policy. This policy applies to all employees.

Definitions.

Eligible Employees. “Eligible Employees” mean employees who have been employed for fewer than 12 months by the state or who worked fewer than 1,250 hours during the 12-month period preceding the beginning of the leave.

Procedures and Responsibilities.

1. Parental Leave Eligibility. Eligible employees are entitled to a parental leave of absence, not to exceed 12 weeks, for the natural birth of a child, adoption or foster care placement of a child under three years of age. This period begins with the date of birth or the first day the adoptive or foster child is formally placed in the home.

1.01. Employees granted parental leave are required to utilize all applicable paid vacation and sick leave. The use of sick leave is limited to those situations covered by the University sick leave policy. Any part of the parental leave not covered by vacation, sick, or other paid leave will be unpaid.

1.02. Employees may not use both family and medical leave (under FMLA) and parental leave during one fiscal year.

Responsible Party: Employee and Human Resources

2. Medical Certification. Medical certification regarding the need to take leave and a release to return to work after the leave may be required. Medical certification may be required every 30 days during the leave.

Responsible Party: Employee and Human Resources

3. Notification. Employees are required to give 30 days’ notice of their intent to take parental leave. However, if 30 days’ notice is not possible, notice must be given as soon as practicable. Notice must be submitted to the departmental official who has the authority to approve leave. The department must then forward the notice to the Human Resources Department.

For adoption of a child, the employee must submit a brief written statement to the department official specifying the child's age, the anticipated or actual date of placement in the employee's home and the number of days of leave requested. Proof of the placement of a foster child in an employee's home must also be provided.

Responsible Party: Employee

4. **Benefits During Leave.** Group health and optional insurance coverage may continue during parental leave. The State contribution will continue for any month during the leave in which the employee has paid leave or work time. However, it is the responsibility of the employee to pay the entire (employer and employee) premium for any month in which no pay is received.

Responsible Party: Employee

References and Cross-references.

Texas Government Code § 661.913

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