

<b>Policies of the University of North Texas</b>	Chapter 5
<b>05.061 Parental Leave</b>	<b>Human Resources</b>

**Policy Statement.** To provide for a reasonable period of leave to be accessed by new parents of natural or adopted children, when the provisions of the federal Family Medical Leave Act are not applicable.

**Application of Policy.** All Faculty and Staff

**Definitions.** None

**Procedures and Responsibilities.**

- I. **General Policy:** University faculty and staff with less than a total of 12 months of state service or who have worked less than 1,250 hours in the 12-month period immediately preceding the commencement of leave are entitled to a parental leave of absence, not to exceed twelve weeks, for the birth of a natural child or the adoption or foster care placement of a child under three years of age. The employee must utilize all available applicable paid vacation and sick leave while taking parental leave. The leave is limited to and begins with the date of, the birth of a natural child or the adoption or foster care placement of a child under three years of age.
- II. **Provisions:** The use of sick leave is strictly limited to those situations clearly falling within the definition of sick leave contained in the Sick Leave Policy, (No. 05.050)

**Responsible Party:** Assistant Vice President for Human Resources

**References and Cross-References.**

UNT Policy 05.069, Leave of Absence Without Pay  
 UNT Policy 05.064, Family and Medical Leave  
 UNT Policy 05.050, Sick Leave  
 Texas Government Code, Section 661.913.

Approved: 8/1/1992

Effective:

Revised: 8/95; 8/97; 9/01\*; 11/05\*

\*Reviewed with no change

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