

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

**Policy Statement.** The University of North Texas (UNT) provides for a reasonable period of leave for new parents who are ineligible for leave under the Family and Medical Leave Act (FMLA).

**Application of Policy.** All employees

**Definitions.** No definitions.

**Procedures and Responsibilities.**

- I. Employees who do not meet the qualifications for FMLA are entitled to parental leave of up to twelve weeks. Requests for parental leave must be submitted to the employee’s direct supervisor for approval through the designated leave procedure.
- II. Employees must use all accrued vacation or accrued sick leave (as provided under UNT policies 05.050 (Sick Leave) or 05.065 (Sick Leave Donation)), while taking parental leave. Upon exhaustion of accrued leave, the remainder of the leave is unpaid..
- III. Sick leave may be used in conjunction with parental leave only as provided by UNT Policy 05.050 (Sick Leave) and 05.065 (Sick Leave Donation).
- IV. Employees should provide their supervisor at least thirty (30) days notice of intent to take parental leave. If thirty (30) days notice is not possible, notice must be given as soon as practicable.
- V. Parental leave begins on the date of the birth, adoption or foster care placement of the employee’s child.

**Responsible Party:** Human Resources, Department, Employee

**References and Cross-References.**

Texas Government Code, Section 661.913

UNT Policy 05.069, Leave of Absence without Pay

UNT Policy 05.064, Family and Medical Leave

UNT Policy 05.050, Sick Leave

UNT Policy 05.065, Sick Leave Donation

Approved: 8/1/1992

Effective:

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\*Reviewed with no change

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