

## **Parental Leave Policy:**

As a Catholic and Marianist University, the University of Dayton values the important role of family in our lives and society, an important theme in Catholic Social Teaching. The University is committed to helping employees support the needs of their families, and recognizes the importance of helping new parents balance competing work and parental responsibilities.

Effective August 1, the University of Dayton will provide six weeks of paid parental leave to benefits-eligible employees, compensated at one-hundred percent of their regular pay, without the use of sick time. Benefits-eligible employees may use parental leave for the birth of and to care for their newborn child, or to care for a newly-adopted child, a newly-placed foster care child, or a child newly-placed in their legal custody. Eligibility for this benefit begins on the first day of employment in a benefit-eligible position, and can be used for the birth of and to care for a newborn child, or to care for a newly-adopted child, a newly-placed foster child, or a child newly-placed in the employee's legal custody that occurs after the commencement of employment.

Eligible employees must take parental leave within six months following the birth of their newborn child or within six months of when a child is placed in their adoptive care, foster care, or legal custody. In the event that an eligible employee has given birth to a newborn child, parental leave will commence after the conclusion of any paid maternity leave provided to the employee for the employee's own medical recovery following childbirth. Parental leave can be taken on a continuous basis, or intermittently in increments no less than one full workday. This benefit may only be used once in a rolling twelve-month period.

With regard to parental leave for the birth of and to care for a newborn child, or leave to care for a newly-adopted child or newly-placed foster care child, this leave will run concurrently with FMLA leave (if the employee is eligible for FMLA leave by virtue of having been employed for at least one year and having worked at least 1250 hours during the previous 12 months).

All requests for leave under this policy should be made in accordance with the procedures governing requests for FMLA leave. The Office of Human Resources reserves the right to request documentation, as needed, to substantiate a request for parental leave.

## **Maternity Leave Policy:**

In the case of a maternity leave, the first 6 weeks of leave will be fully paid without the use of sick time. In the case of birth by caesarian section, the leave will be fully paid for an additional 2 weeks (8 weeks total) without the use of sick time. If leave time beyond 6 weeks (traditional birth) or 8 weeks (caesarian section) is determined by the employee's health care provider to be medically necessary, then up to a maximum of 12 weeks of leave time will be fully paid (6 additional weeks for traditional birth, 4 additional weeks for birth by caesarian section) without the use of sick time.

Requests for maternity leave should be made in accordance with the procedures governing requests for FMLA leave. Maternity leave shall run concurrently with FMLA leave. If additional leave due to a medical condition is necessary beyond the 12-week maximum FMLA/maternity

leave period, the employee can request additional leave in accordance with the Medical Leave of Absence Policy, and can apply for disability benefits.