

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Parental Leave
FPU Policy Number: FPU-6.0072P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: February 17, 2020
Date Revised:
Responsible Division/Department: Human Resources
Initiating Authority: Mark Mroczkowski, VP and CFO

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all non-OPS, full-time Executive Service, out-of-unit Faculty, Administrative, and Support employees not covered by a collective bargaining agreement (collectively referred to as “Covered Employees” in this policy).

Paid parental leave is available to Covered Employees of all genders.

B. POLICY STATEMENT:

The University will provide paid parental leave to eligible Covered Employees following the birth of the Covered Employee’s child or the placement of a child with the Covered Employee in connection with adoption.

C. PROCEDURES:

1. Eligibility.

- (a) To be eligible to participate in this program, the Covered Employee must:
 - i. be employed full-time;
 - ii. have been employed with the University for a total of at least twelve (12) months immediately prior to the date of the birth or adoption;
 - iii. have been employed at the University for at least 1,250 hours of service during the twelve (12) month period immediately prior to the birth or adoption; and
 - iv. intend to return to full-time University employment for a minimum six-month period immediately following the last day of the parental leave period.
- (b) Employees on part-time, temporary time-limited term, or visiting appointments are not eligible for parental leave.

2. Authorized Use.

- (a) An eligible Covered Employee will be granted, upon request, paid parental leave for up to a period of:
 - i. Eight (8) consecutive weeks, normally commencing no sooner than (1) week prior to, and no later than three (3) months after, the date of the birth or adoption for:
 - (1) all non-OPS, full-time Executive Service, Administrative, and Support employees, and;
 - (2) out-of-unit Faculty with twelve (12) month contracts.
 - ii. Ten (10) consecutive weeks during the Academic Year, normally commencing no sooner than one (1) week prior to, and no later than three (3) months after, the date of the birth or adoption for out-of-unit Faculty with Academic Year (39 weeks) appointments.

(b) A Covered Employee may utilize up to two (2) weeks of accrued leave at the end of the parental leave period. An Employee must inform the University of his or her intent to use the two weeks of accrued leave.

3. Notice.

(a) Under normal circumstances, the eligible Covered Employee must request the use of paid parental leave, and the use of up to two weeks of accrued leave at the conclusion of the paid parental leave, in writing no later than three (3) months prior to the beginning of the paid parental leave.

(b) This Notice requirement will be effective July 1, 2020. Prior to July 1, 2020, the eligible Covered Employee must request the use of paid parental leave, and the use of up to two weeks of accrued leave at the conclusion of the paid parental leave, in writing as soon as possible.

4. Leave Accrual During Paid Parental Leave. Covered employees will not accrue sick or annual leave during the paid parental leave period.

5. Family and Medical Leave.

(a) The birth of the Covered Employee’s child and the placement of a child with the Covered Employee in connection with adoption are each FMLA-qualifying events.

(b) If a Covered Employee is granted parental leave and FMLA leave, paid parental leave will run concurrently with the unpaid FMLA leave.

(c) If the Covered Employee substitutes paid parental leave for unpaid FMLA leave, the Covered Employee’s paid parental leave counts toward the Covered Employee’s FMLA entitlement and does not expand that entitlement.

(d) Policy FPU-6.0071P Family and Medical Leave of Absence governs FMLA leave by eligible employees.

6. Limitations on Use.

(a) Paid parental leave may be used no more than twice during the Covered Employee’s employment at the University.

(b) If both parents are Covered Employees of the University and/or permitted to take parental leave pursuant to a collective bargaining agreement, only one parent may receive paid parental leave under this program for each qualifying event (birth or adoption).

(c) Pursuant to Regulation FPU-6.008 Outside Employment and Outside Activities (Adopted 7-29-2014), a Covered Employee on paid parental leave cannot engage in outside employment without first completing and submitting an Outside Employment/Activity Disclosure Form to Human Resources and securing the required approvals in advance.

POLICY APPROVAL	
Policy No.: FPU-6.0072P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

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