

PARENTAL LEAVE

System Regulation 31.03.05, Family and Medical Leave, which was revised in May 2002, states:

Under state law, System employees, including student and wage employees, who are not eligible for FMLA leave are entitled to a parental leave of absence, not to exceed 12 weeks, for the birth of a natural child or the adoption or placement for foster care of a child younger than three years of age. This period begins with the date of birth or the first day the adoptive child or foster child is formally placed in the home.

Employees may take parental leave or an intermittent or reduced hour schedule if the employee and employer agree. However, no parental leave may be taken more than 12 weeks after the birth or adoption.

Employees must use any available vacation leave or sick leave as part of the parental leave before using leave without pay. However, use of sick leave is strictly limited to those situations clearly falling within the definition of sick leave as found in System Regulation 31.03.02.

For adoption of a child younger than three, the employee must submit a brief written statement to the CEO or his/her designee specifying the age of the child, the anticipated or actual date of placement in the employee's home, and the number of days of parental leave requested. The employee also must submit proof of the placement of a foster child in his/her home.

6/02