31.03.05.C0.01 Parental Leave

Revised: March 23, 2026
Next Scheduled Review: March 23, 2031
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) supports its employees, including student employees, during the birth of a child or the adoption or state-certified foster care placement of a child younger than three (3) years old. TAMU-CC employees who are not eligible for the Family Medical Leave Act (FMLA) may be eligible for parental leave, not to exceed 12 weeks. This procedure provides information to TAMU-CC employees using the Parental Leave Act (PLA) due to the birth or adoption or state-certified foster care placement of a child younger than three (3) years old. Additional information regarding PLA may be found in system regulation *31.03.05, Family and Medical Leave*.

Procedure

1. GENERAL

1.1. TAMU-CC employees on parental leave who have worked for the State of Texas for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the needed leave are entitled to benefits under the provisions of FMLA. Employees who do not meet the requirements for FMLA may be eligible for parental leave under the state's PLA. Parental leave under FMLA and PLA includes the birth of a natural child and the adoption or state-certified foster care placement of a child and is an unpaid leave of absence. Additional eligibility information may be found in system regulation *31.03.05, Family and Medical Leave*.

1.2. Eligible TAMU-CC employees are entitled to up to 12 weeks of leave under PLA as outlined below and in system regulation *31.03.05, Family and Medical Leave*. The PLA leave will expire 12 weeks after the date of birth or 12 weeks after the first day an adoptive or state-certified foster child is formally placed into the employee's home and may be used on an intermittent or reduced hour basis, provided the employee and the employee's supervisor agree to the proposed work schedule. All rights to PLA leave expire after the 12 weeks. Employees are encouraged to contact Human Resources to discuss their leave options.

2. PARENTAL LEAVE USE

2.1. Leave for Parents

2.1.1. Appropriate paid leave (sick, vacation, compensatory time, etc.) will be used for doctor appointments, prenatal visits, and medical recovery after childbirth.

2.1.2. Sick leave for absences in excess of three (3) continuous working days must be supported by appropriate documentation.

2.1.3. Unpaid time off will be applied where appropriate.

2.1.4. PLA leave starts at the date of birth or child placement into a home for adoption or state-certified foster care. Paid and unpaid leave run concurrently with PLA leave. All applicable university rules and procedures and system policies and regulations regarding paid and unpaid leave will apply to the absences.

2.2. The employee must remain in contact with their supervisor as required by the university. Employees are expected to return to work as indicated by the applicable physician's statement(s) and/or approved leave request.

2.3. To the extent allowable by state law and system policies and regulations, equivalent benefits will be given to employees involved in surrogacy cases as applicable.

3. FLEXIBLE WORK ARRANGEMENTS

With supervisor approval and submission of required documents, an employee may request an alternate work location and/or modify their work schedule. See system regulation *33.06.01, Flexible Work Arrangements* and university procedure *33.06.01.C0.01, Flexible Work Arrangements* for additional information about flexible work arrangements.

4. BREAK TIME FOR NURSING

The university is committed to supporting employees who choose to express milk. Employees may seek reasonable accommodations to include break time and an appropriate place to express milk by contacting Human Resources. Discrimination against an employee for exercising their right to express milk in the workplace is prohibited.

Related Statutes, Policies, or Requirements

Family Medical Leave Act
Tex. Gov't Code, 661.913, Parental Leave for Certain Employees
System Policy *31.03, Leaves of Absence*
System Regulation *31.06.03, Family Leave Pool Administration*
System Regulation *31.03.01, Vacation*
System Regulation *31.03.02, Sick Leave*
System Regulation *31.03.04 Leave of Absence without Pay*
System Regulation *31.03.05, Family and Medical Leave*
System Regulation *31.06.02, Sick Leave Donation*
System Regulation *33.06.01, Flexible Work Arrangements*
University Procedure *31.03.02.C0.01, Sick Leave*
University Procedure *33.06.01.C0.01, Flexible Work Arrangements*

Contact Office

Contact for clarification and interpretation:	Human Resources 361.825.2630