Policy Statement

Donnelly College will provide up to will provide up to 3 days of paid grandparent leave to employees following the birth of an employee's grandchild or the placement of a child with an employee's child in connection with adoption. The purpose of paid grandparent leave is to enable the employee to care for and bond with a newborn or a newly adopted grandchild. This policy will be in effect for births and adoptions of grandchildren occurring on or after July 1, 2022.

ELIGIBILITY
Eligible employees must meet the following criteria:
- Have been employed with Donnelly College for at least 12 months.
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time regular employee (temporary, part-time and interns are not eligible for this benefit).

Amount, Time Frame and Duration of Paid Parental Leave
1. Eligible employees will receive a maximum of 3 days of paid grandparent leave per birth or adoption of a grandchild/children. The fact that multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the 3 days of paid leave granted for that event.
2. Approved paid grandparental leave may be taken at any time during the 6-month period immediately following the birth or adoption of a grandchild.
3. Any unused paid grandparent leave will be forfeited at the end of the 6-month period.
4. Upon termination of the individual's employment, he or she will not be paid for any unused paid grandparent leave for which he or she was eligible.

Requests for Paid Grandparent Leave

1. The employee will provide his or her supervisor and the entity's administration/ human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). Supervisor/COO approval required based on workload.