



Policy Statement

Donnelly College will provide up to 6 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption of foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) as applicable. When disability benefits apply to the employee's pay, this policy will ensure 100% employee pay for six weeks. This policy will be in effect for births, adoptions or placements of foster children 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).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger), The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 6 weeks paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, placement occurs does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid parental leaving in a rolling 12-month period, regardless of whether more than one birth, adoption of foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular straight-time weekly pay. Paid parental leave will be paid out according to the Donnelly College payroll schedule.
- Subject to approval from Department Supervisor/COO.

