



Postdoc Parental Leave

Postdoc Scholars are eligible for FMLA leave (must meet FMLA criteria).

Postdoc Fellows are not eligible for FMLA leave.

All postdocs are eligible for Paid Parental Leave*.

Overview of Paid Parental Leave

Eligible postdocs may receive **paid parental leave** for any of the following up to a maximum of six (6) weeks of paid parental leave under this policy for birth mothers and **primary care givers** AND up to three (3) weeks of paid parental leave for other parents, including domestic partners, who are non-primary care givers as follows:

- ▶ Up to six (6) weeks paid parental leave to the **birth mother** to recover from childbirth and/or to care for and bond with the newborn within 12 months of birth; OR
- ▶ Up to six (6) weeks paid parental leave to the **primary care giver** to care for and bond with a newly adopted child within 12 months from placement.

AND IF APPLICABLE

- ▶ Up to three (3) weeks paid parental leave to the other parent, including a **domestic partner**, to care for and bond with a newborn child within 12 months of birth; OR
- ▶ Up to three (3) weeks paid parental leave to the other parent, including a **domestic partner**, who is not the primary caregiver to care for and bond with a newly adopted child within 12 months from placement.
- ▶ If both parents/partners are postdocs/employees, the maximum paid parental leave for both postdocs together is nine (9) weeks (6 weeks for the birth mother or primary care-giver and 3 weeks for the other parent, including a domestic partner, who is not the primary care-giver).

- ▶ No more than 6 weeks of paid parental leave is provided per postdoc per birth or adoption event. The number of children born or adopted at the same time will not affect the length of the paid parental leave for that event.
- ▶ Postdocs on paid parental leave:
 - remain in their Postdoc Benefits program according to plan provisions
 - continue to accrue service time toward benefits based on active service.
- ▶ Once paid leave is exhausted, postdocs may continue on unpaid leave if appropriate documentation has been submitted, up to a total leave time of twelve (12) weeks. Postdocs on an unpaid leave:
 - must have exhausted all paid parental leave, sick pay (birth mother), and vacation pay
 - remain in the Postdoc Benefits program for 12 weeks according to plan provisions,
 - upon return to work, adjustments will be made to their paycheck for Postdoc Benefits payments made on their behalf.

Benefits for Birth Mothers

Birth mothers are eligible to receive six weeks of paid parental leave after the birth of their child(ren). When the need for parenting leave is known, the birth mother must notify her supervisor and submit both the Leave of Absence (LOA) form and the Certificate of Health Care Provider (CHP) to Postdoc Affairs thirty (30) days in advance of the leave.

Any leave which commences prior to delivery due to a serious health condition is considered personal medical leave and must be authorized by a health care provider. Paid parental leave will not be available for personal medical leaves taken prior to the birth or adoption of the **child**; the postdoc would be required to exhaust any available sick and/or vacation time before commencing an unpaid leave.

Birth mothers have the option of electing to use paid parental leave in addition to their sick and vacation time at any point after delivery during the leave.

As provided in HR policy and procedure IV-8, 8a, Administering Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family Medical Leave Act, once the mother is released by her physician to return to work, she may take the parenting leave intermittently only with supervisor's approval in consultation with Postdoc Affairs. Postdocs who require intermittent leave or a reduced

work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or paid by sick and/or vacation; no unpaid intermittent time off may be taken until paid parental leave and sick and vacation are exhausted. Any parenting leave must be taken within 12 months of the child's birth.

Benefits for Other Parents (Including Domestic Partners)

Other FMLA-qualifying parents (including domestic partners) are eligible to receive three weeks of paid parental leave after the birth of their child(ren). When the need for parenting leave is known, the parent must notify the supervisor and submit the LOA form to Postdoc Affairs thirty (30) days in advance of the leave. After delivery, parents (including domestic partners) must provide a copy of the proof of birth to Postdoc Affairs. Any parenting leave must be taken within 12 months of the child's birth. Postdocs on an unpaid leave must have exhausted all paid parental leave and vacation pay. Parents (including domestic partners) may take the parenting leave intermittently only with supervisor's approval in consultation with Postdoc Affairs. Postdocs who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or vacation; no unpaid intermittent time off may be taken until paid parental leave and vacation are exhausted.

**Specific leave provisions may be dictated by your funding source. Some grants and fellowships may have their own guidelines for maternity, family leave, or paid leave(which may not allow for paid leave). Consult your paperwork or funding agency for details.*