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**Policy Number:** 302

**Date Orig. Issued:** January 12, 2011

**Section:** Human Resources

**Revised Date:** March 31, 2020

**Title:** Parental Leave Policy

**Review Date:** Every 2 years

**Effective Date:** March 31, 2020

**Attachments:** None

**Responsible University Officer:** Vice President for Business and Finance

**Responsible Office:** Human Resources

**Applies to:** All faculty, staff, and administrators

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### I. Policy

Capital University's parental leave policy ("Paid Parental Leave") provides, as an employee benefit, for eight weeks of job-protected parental leave at full regular pay for parents, mother and/or father, to use within 12 months of the birth of a child or placement of a child through surrogacy, adoption or foster placements that occur on or after January 1, 2020.

### II. Definitions

A "parent" includes a biological, adoptive, step, or foster parent, or an individual who stands in loco parentis (or in the place of a parent). Human Resources will administer this policy according to the definitions of "parent" and "child" in the Family and Medical Leave Act (FMLA).

### III. Policy Details

To be eligible for Paid Parental Leave, an employee must meet the following eligibility requirements.

- The birth, adoption or foster placement must occur on or after January 1, 2020
- The employee must be a regular employee scheduled to work 20 hours or more weekly
- If both parents are employees of the University at the time of the birth or adoption of the child, both parents are eligible for the paid parental leave.

The Parental Leave Program outlined in this policy, runs concurrently with the Family Medical Leave Act (FMLA) for employees eligible for FMLA and Capital's related policy and will not extend an employee's time. The Family and Medical Leave policy may be reviewed at: <https://www.capital.edu/policies-and-handbooks/>

#### **IV. Procedure**

##### **Documentation**

Capital University requires notice and proper documentation before awarding parental leave. Notice of an employee's intent to take a parental leave of absence should be given as far in advance as possible. Documentation could include a statement from a medical authority, adoption papers or similar court documentation, or a birth certificate. For births, notification should include the expected date of delivery and anticipated return date. It is understood that these dates are flexible and may reflect estimated dates.

Under the Parental Leave Program, employees must follow the request for leave process if they wish to resume employment at Capital University. Such arrangements should be made through the immediate supervisor to Human Resources. If additional time is requested, the leave of absence will be granted according to the conditions of Capital University's approved vacation and sick leave policies and the leave without pay policy for an employee's parental leave. Following the end of the parental leave, the employee will be offered reinstatement to the original position or one of like status and pay without loss of seniority.

Faculty members should work with their dean or department chair to plan for appropriate coverage and workload expectations for the semester in which the absence is expected. Administrators and staff members should work with their supervisors to plan arrangements for coverage of their job duties in their absence.

#### **V. Responsibilities**

Human Resources will be responsible for administering this policy. Supervisors will work with Human Resources and will be responsible for managing coverage of job duties consistent with this policy.

#### **VI. Resources**

None

#### **VII. Contacts**

Office of Human Resources  
Yochum Hall, Lower Level  
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Email: [hr@capital.edu](mailto:hr@capital.edu)

#### **VIII. History**

Original policy approved by President's Cabinet, January 12, 2011  
Revised policy approved by President's Cabinet and Faculty, and issued on March 31, 2020