

**Maternity Leave and Primary Caregiver Leave for Staff and Non-Contract Faculty  
BU-PP 418B**

**Policy:**

Baylor University seeks to support staff members who are adding to their family through birth or adoption. While recognizing that each situation is unique, the University has created the following policies that apply to all eligible staff members.

**Topics:**

Staff Maternity Leave  
Application procedure  
Primary Caregiver Leave  
Combining Staff Maternity and Primary Caregiver Leave  
If both parents are Baylor University Employees  
Pay during Maternity and Primary Caregiver Leave  
Shared Sick Time

**Related policies:**

[BU-PP 403A — Sick Time Sharing](#)  
[BU-PP 406 — Non-Compensated Leaves of Absence](#)  
[BU-PP 408 — Family and Medical Leave Act \(FMLA\)](#)  
[BU-PP 416 — Lactation Accommodation](#)  
[BU-PP 421 — Paid Parental Leave](#)

**Additional information:**

New and Expectant Parents  
Lactation Accommodation Resources  
Life Event – Birth of Child  
FMLA Process Steps  
[Paid Parental Leave Request Form 421a](#)

**Contact:**

Human Resources (HR) 254.710.2000 or [askHR@baylor.edu](mailto:askHR@baylor.edu)

**Staff Maternity Leave —**

Staff maternity leave is provided for under the Family and Medical Leave Act (FMLA), and is available for female staff members who are pregnant and have been employed with Baylor University for a least twelve months and have worked at least 1,250 hours during the previous 12-month period. This leave may be taken on an intermittent or full-time basis, and it may last for up to twelve weeks during any 12-month period.

This leave covers the birth mother only for the time during which she is physically unable to work as certified above.

**Application Procedure —**

A statement from the staff member's health care provider is required for the birth and care of a newborn child, in the form of the FMLA Certification of Health Care Provider Form. For foster care placement or adoption of a child, appropriate court documents are required.

**Primary Caregiver Leave —**

Primary caregiver leave is also provided for under the FMLA, and is available to male and female staff members who have recently added to their family through birth or adoption. This leave may be taken on an intermittent or full-time basis, and it may last for up to twelve weeks during any 12-month period.

In order to be eligible for this leave, the staff or non-contract faculty member must:

- Be employed by Baylor for at least twelve months, and have worked at least 1,250 hours during the previous 12-month period before seeking leave, and
- Certify that during the leave he or she will be the primary caregiver of a child under the age of one year, or for adoption, that the leave will be taken within one year of the adoption.

In order to take this leave, the staff or non-contract faculty member must:

- Notify in writing the department head/supervisor about the desire to take primary caregiver leave as soon as is practical and
- Complete all leave-related documentation available on the HR website. The leave must be approved by HR before it may begin.

**Combining Staff Maternity and Primary Caregiver Leave –**

It is possible to combine a staff member's maternity and primary caregiver leaves as long as the two leaves total no more than twelve weeks in one 12-month period.

**If Both Parents are Baylor University Employees –**

Primary caregiver leave may only be awarded once per birth or adoption. If both parents are employed by Baylor University, the primary caregiver leave may be split between the parents.

**Pay during Maternity and Primary Caregiver Leave –**

During the period of time in which maternity and/or primary caregiver leave is used, the staff member will be required to use any accrued paid parental leave, sick, personal and vacation time balances before they will be placed in a non-compensated leave of absence. While in a compensated status, staff members will continue to accrue paid leave time (i.e. sick, personal and vacation). When accrued paid leave time is exhausted, putting the staff member in a non-compensated status, the department is responsible for initiating the process to place the staff member on a medical leave of absence. More information is available in the Non-Compensated Leave policy.

**Paid Parental Leave –**

Baylor University provides up to four (4) weeks (160 hours) of Paid Parental Leave for full-time benefits eligible staff. Paid Parental Leave will be available following a Qualifying Event, (birth, placement of child for adoption, placement of child for foster care), and must be used within 12 weeks of the Qualifying Event. Paid Parental Leave will be available one time within a rolling 12-month period, which commences on the date of the Qualifying Event.

Paid parental leave runs concurrent with Maternity and Primary Caregiver Leave.

When both parents are employed by Baylor University, each staff member will qualify for up to four (4) weeks (160 hours) of Paid Parental leave.

**Shared Sick Time –**

If accrued paid leave time will be exhausted while on maternity/primary caregiver leave, shared sick time donations may be requested by the staff member. Shared sick time will only be available for the period of time that the healthcare provider has determined that the individual will be unable to work. Granting of shared sick time is contingent upon the availability of donated sick time. The staff member must review the [Shared Sick Time policy](#) to determine eligibility, then follow the process outlined to request Shared Sick Time.