

**Paid Parental Leave  
BU-PP 421**

**Effective April 1, 2017**

**Policy:**

*This policy applies to Qualifying Events that occur on or after April 1, 2017.*

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.

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.

**Topics**

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**Related Policies**

[BU-PP 400 – Benefit Eligibility Classifications](#)

[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 418b – Maternity Leave and Primary Caregiver Leave for Staff](#)

[BU-PP 412 – Group Long-Term Disability](#)

[BU-PP 421a – Request for Paid Parental Leave](#)

**Additional Information:**

Payment for Paid Parental Leave (parental, placement for adoption, and foster care), will not exceed the compensation for scheduled hours per week approved for the position. Paid Parental Leave may not be donated to another employee that works for Baylor University.

**Contact**

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

**Definitions—**

- Eligible Employee - A full time employee who is in a benefits-eligible staff position.
- Parent - A staff member who is the biological mother/father, adoptive mother/father, or foster mother/father.
- Paid Parental Leave - A period of paid leave of absence (that does not reduce an Eligible Employee's balance of any other paid leave such as sick, vacation, or personal time) for the purpose of recovery from the birth of a child; and/or, to bond with a newborn, and to bond with a child (under age 18) that has been placed into the employee's home for adoption or foster care.
- Qualifying Event – The birth, initial placement of a child for adoption or foster care.

### **Approval—**

The need for Paid Parental Leave shall be reported as soon as possible to the staff member's supervisor or department head. Paid Parental Leave may be applied with notification, otherwise, the absence will be recorded as non-worked hours.

If you have applied for FMLA, the documentation provided will be used to verify eligibility, otherwise, the following will be required.

- Proof of a newborn child's birth will be required when a staff member applies for Paid Parental Leave for the birth and care of a newborn child.
- An authorized placement document will be required when a staff member applies for Paid Parental Leave for adoption.
- A signed placement order will be required when a staff member applies for Paid Parental Leave for foster care.

To validate an absence, appropriate documentation may be required at any time if requested by the supervisor, department head, Human Resources, or Payroll.

### **Use of Paid Parental Leave—**

- **Birth** - time off for the purpose of recovery from the birth of a child and to care for and bond with the staff member's newborn child within 12 weeks following the date of birth.
- **Adoption** - time off to care for and bond with the staff member's adopted child within 12 weeks of the initial placement for adoption. For employees who adopt a child whom they have fostered, the use of paid time will be limited to the 12-week period following the initial placement of the child.
- **Foster Care** - time off related to the placement of the child in the employee's home within 12 weeks from the placement date.

### **Availability of Paid Parental Leave—**

Staff members will be provided with up to four (4) weeks (160 hours) of Paid Parental Leave upon employment. Staff members are eligible to request use of Paid Parental Leave immediately upon employment.

### **Tracking Paid Parental Leave—**

For bi-weekly staff, Paid Parental Leave is tracked on the Web Time Card and is maintained by the Payroll Office. Tracking for monthly staff is maintained by the employee's department. Click [Monthly Absence Record](#) to see the leave tracking form.

### **Payment of Paid Parental Leave—**

Payment for Paid Parental Leave to bi-weekly employees is included in the regularly scheduled paycheck provided that the Web Time Card and comments were submitted with the employee's time record and approved in accordance with University policy. The employee will not be paid for hours off in excess of accrued Paid Parental Leave hours.

Available Paid Parental Leave will be used for a Family and Medical Leave within the guidelines of this policy and the University Family Medical Leave Policy. See [BU-PP 408](#).

A staff member who has exhausted the allowable Paid Parental Leave may submit a formal request for a "Non-Compensated Leave of Absence" (see [BU-PP 406](#)), provided that they have exhausted all other accrued paid time.

### **Coordination with FMLA—**

Paid Parental Leave is available to Staff who are ineligible for FMLA. If an employee is eligible for FMLA, Paid Parental Leave will run concurrent with FMLA. Paid Parental Leave does not provide the same protection as FMLA, nor does it extend or shorten the FMLA period.

**Holidays and other University closures—**

If an official University holiday occurs during the Eligible Employee's Paid Parental Leave, the Eligible Employee will receive holiday pay in lieu of Paid Parental Leave, provided the Eligible Employee is in pay status the day before and the day after the official University holiday.

**Separation from Service —**

Upon separation from service, unused Paid Parental Leave has no cash value in the employee's final pay.