



**Policy Title: Paid Parental Leave**

**Policy Number: 421**

**Date Issued: April 1, 2017**

**Responsible Executive: Vice President for Human Resources**

**Date Last Revised: January 1, 2020**

**Responsible Office: Human Resources**

## **Paid Parental Leave**

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### **Policy Statement**

Baylor University (the "University") provides up to six weeks (240 hours) of Paid Parental Leave for all Eligible Employees.

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### **Reason for the Policy**

To provide paid time off to Eligible Employees following a Qualifying Event

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### **Individuals/Entities Affected by this Policy**

Staff and benefit eligible temporary employees

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### **Exclusions**

Faculty members, student employees, and short-term temporary staff

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### **Related Documents and Forms**

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#### **University Policies and Documents**

- 400 [Benefit Eligibility Classification](#)
- 402 [Vacation Time](#)
- 403 [Sick Leave](#)
- 406 [Non-Compensated Leaves of Absence](#)
- 408 [Family and Medical Leave Act \(FMLA\)](#)
- 409 [Military Leave](#)
- 412 [Group Long-Term Disability](#)
- 418b [Maternity Leave and Primary Caregiver Leave for Staff](#)  
Paid Caregiver Leave

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#### **Other Documents**

- [Family and Medical Leave Act \(FMLA\)](#)

### 1. Paid Parental Leave

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**Forms and Tools**

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[Request for Paid Parental Leave](#)

[Monthly Absence Record](#)

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**Definitions**

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These definitions apply to terms as they are used in this policy.

<b>Staff</b>	Full-time, part-time, and temporary, non-faculty employees
<b>Eligible Employee</b>	Staff and benefit eligible temporary employees
<b>Parent</b>	A staff employee who is the biological mother/father, adoptive mother/father, or foster mother/father
<b>Paid Parental Leave</b>	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 caregiver leave) 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
<b>FTE (Full-Time Equivalency)</b>	<p>One FTE is equal to an employment position working a required 40 hours per week. (0.75 FTE = 30 hours per week; 0.5 FTE = 20 hours per week).</p> <p>A position FTE percentage is determined by the following formula:</p> $\text{Scheduled Hours Per Week divided by } 40 = \text{FTE}$ $\frac{\text{Scheduled Weekly Hours}}{40} = \text{FTE}$
<b>Qualifying Event</b>	The birth, or initial placement, of a child for adoption or foster care
<b>Monthly Absence Record</b>	University approved means for reporting exempt employee's leave hours; submitted monthly to the department timekeeper
<b>Bi-Weekly</b>	Employee who is paid every two weeks (non-exempt employees)
<b>Monthly</b>	Employee who is paid at the end of every month (exempt employees)
<b>Department Timekeeper</b>	Administrative manager (or other assigned employee) who maintains monthly absence records and leave accrual balances for department's exempt employees
<b>Timecard</b>	University approved means for reporting non-exempt hours worked and leave hours

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**Contacts**

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## 2. Paid Parental Leave

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>
Timecard Entry Questions	Payroll Office	254-710-2217	<a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a> <a href="http://www.baylor.edu/payroll">www.baylor.edu/payroll</a>

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## Responsibilities

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<b>Eligible Employee</b>	<ul style="list-style-type: none"> <li>• Report the need for Paid Caregiver Leave as soon as possible to their supervisor or department head.</li> <li>• Provide documentation to verify Paid Parent Leave eligibility. If Eligible Staff Employee has applied for FMLA, the documentation provided will be used to verify eligibility, otherwise, the following will be required. <ul style="list-style-type: none"> <li>○ Proof of a newborn child's birth when the reason for Paid Parental Leave applies to the birth and care of a newborn child.</li> <li>○ An authorized placement document when the reason for Paid Parental Leave applies to adoption of a child.</li> <li>○ A signed placement order when the reason for Paid Parental Leave applies to foster care of a child.</li> </ul> </li> </ul>
<b>Supervisor or Department Head</b>	<ul style="list-style-type: none"> <li>• Upon receipt of the <a href="#">Request for Paid Parental Leave</a> form from the staff employee, the supervisor or department head should sign and forward the document to Human Resources along with proper documentation that verifies the Qualifying Event.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Review and confirm that the information and documentation meet the requirements for Paid Parental Leave as a Qualifying Event.</li> <li>• Human Resources will render the approval of Paid Parental Leave to Payroll and the employee's supervisor.</li> </ul>

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## Principles

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Baylor University provides up to six weeks (240 hours) of Paid Parental Leave for Eligible Employees. Paid Parental Leave will be available following a Qualifying Event and must be used within twelve weeks of the Qualifying Event.

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## Use of Paid Parental Leave

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Paid Parental Leave is available for all of the following qualified events provided below.

- **Birth** – time off for the purpose of recovery from the birth of a child and to care for and bond with the staff employee's newborn child within twelve weeks following the date of birth.
- **Adoption** – time off to care for and bond with the staff employee's adopted child within twelve 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 twelve-week period following the initial placement of the child.

### 3. Paid Parental Leave

- **Foster Care** – time off related to the placement of the child in the employee’s home within twelve weeks from the placement date.

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## **Coordination with FMLA and other Baylor Leave Policies**

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BU-PP 408 is incorporated into this policy in full by reference. It is available at [Family and Medical Leave Act \(FMLA\)](#).

Eligible Employees of Paid Parental Leave do not also need to be eligible for FMLA. If an Eligible Employee is eligible for FMLA, the Eligible Employee must:

- Complete and submit FMLA request forms (see [BU-PP 408A](#)).
- Provide FMLA policy to Health Care Provider (see [BU-PP 408](#)).
- Complete and submit the “FMLA Certification of Health Care Provider Form” (see [BU-PP 408B](#)). At the discretion of Baylor University, a second and third medical certification may be required. Baylor University would be responsible for paying for the second and third opinions, including any reasonable travel expenses for the employee or family member.

If an employee is eligible for FMLA, Paid Parental Leave will run concurrently with FMLA. Paid Parental Leave does not provide the same protection as FMLA, nor does it extend or shorten the FMLA period.

Paid Parental Leave may run consecutively with vacation, sick, paid parental, and / or paid military / emergency responder leave depending upon the requirements for each being met. The Paid Parental Leave Policy does not alter the requirements for other policies, e.g., does not extend the time in which leave may be taken under another policy and does not grant more Paid Parental Leave if other forms of leave are used such that the time to use Paid Parental Leave has expired.

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## **Availability**

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The maximum amount of Paid Parental Leave available to an Eligible Employee is based on the Eligible Employee’s full-time equivalent (FTE) (see Formula in definitions and below). Paid Parental Leave will be available one time within a rolling 12-month period which commences on the date of the Qualifying Event and must be used within 12 weeks of the Qualifying Event.

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## **Paid Parental Leave Eligibility Formula**

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For positions that are scheduled for 40 hours per week, Eligible Employees will be provided with up to six weeks (240 hours) of Paid Parental Leave upon employment. For positions that are scheduled for less than 40 hours per week, the maximum allowed Paid

### 4. Paid Parental Leave

Parental Leave will be a percentage 40 hours per week with a maximum allowed amount of 240 hours.

To determine the maximum allowed Paid Parental Leave for an FTE, use the following formula:

$$FTE \times 40 \text{ Hour FTE Maximum Balance (240 hours)}$$

Example: For an Eligible Employee with a 0.50 FTE position, the maximum Paid Parental Leave provided during the 12-month rolling period will be 120 hours.

$$0.50 \text{ FTE} \times 240 \text{ Hours} = 120 \text{ hours of Paid Caregiver Leave}$$

Each Eligible Employee may use Paid Parental Leave regardless of whether one Eligible Employee is in a qualifying family relationship with another Eligible Employee. For example, when both parents are employed by Baylor, each Eligible Employee may take Paid Parental Leave for a Qualifying Event.

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## **Procedures**

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

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## **Documentation**

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If you have applied for FMLA, the documentation provided will be used to verify Paid Parental Leave eligibility. Otherwise, the following documentation will be required:

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

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## **Tracking of Paid Parental Leave**

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### 5. Paid Parental Leave

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

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

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Payment for Paid Parental Leave to bi-weekly staff is included in the regular scheduled paycheck provided that the Web timecard 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's Family and Medical Leave Policy. See [BU-PP 408](#).

Payment for Paid Parental Leave 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.

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

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### **Holidays and Other University Closures**

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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.

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### **Separation from Service**

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