

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PARENTAL LEAVE
Policy 3-48
Page 1 of 3

Effective March 1, 2021

(A) PURPOSE

The College supports a work environment that offers solutions to the complex issues employees face in balancing their work and family commitments. Parental leave provides a parent with paid time off to recover from childbirth and/or to care for and bond with a newborn, newly adopted or newly fostered child.

(B) ELIGIBILITY

- (1) In order to be eligible for parental leave, an employee must meet all of the following criteria:
 - (a) The employee must be a parent as defined in Section C (5) of this policy.
 - (b) The employee is full-time, as defined in College Policy 3-01, Sections A, D and E, excluding bargaining unit members.
 - (c) The employee has completed at least one (1) year of service and has worked 1250 hours prior to the date of the birth, adoptive or foster event for which parental leave is to commence, as defined in College Procedure 3-36 (D), Section 2.
- (2) Bargaining unit members are governed by the negotiated parental leave provision within their respective collective bargaining agreements.

(C) DEFINITIONS

- (1) Adoptive child - A minor child who is legally adopted and who is not the stepchild of the adoptive parent and who is not a current or former foster child of the adoptive parent.
- (2) Birth Mother - One who gives birth to a child.
- (3) Foster child - A minor child who has undergone a legal placement proceeding to live with a foster parent.
- (4) Minor Child - A child who is seventeen (17) years of age or younger.
- (5) Parent - One who is legally responsible for childrearing. For purposes of this policy, this includes any of the following: biological mother or father of a newly born child, spouse of a parent, adoptive parent of a newly adopted child, foster parent of and reside in the same house as a newly fostered child or an employee using a surrogate/gestational carrier.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PARENTAL LEAVE

Effective March 1, 2021

Policy 3-48

Page 2 of 3

(D) LEAVE AMOUNT

- (1) Eligible employees may take up to 240 hours of parental leave following the birth, adoption or foster placement of a minor child.
- (2) Parental leave is paid at 100% of the employee's current rate of pay. Parental leave is not considered hours worked for purposes of overtime calculation.
- (3) One (1) parental leave benefit is available, per employee, per birth, adoptive or foster placement event. The number of children involved in the birth, adoptive or foster placement event does not increase the length of the parental leave for that event.
- (4) Parental leave is capped at two (2) events or 480 hours per rolling twelve (12) month period.

(E) USAGE

- (1) Parental leave shall be continuous and begin on the date of birth of an employee's child or on the date in which custody is taken by the employee for adoption or foster placement. An intermittent or reduced work schedule after the birth, adoption or placement of a foster child may be approved only if the employer agrees, pursuant to 29 CFR §825.120 (The Family and Medical Leave Act of 1993).
- (2) Parental leave shall run concurrently with available Family and Medical Leave (FML). If the amount of FML available is less than the amount of parental leave to be taken, parental leave shall be granted as specified in this policy.
- (3) Parental leave must be exhausted prior to the use of vacation or sick leave when such leave is requested for the purpose of a birth, adoptive or foster event.
- (4) A birth mother's return to work is subject to the return to work guidelines in College Procedure 3-36 (D).
- (5) Still-birth parental leave
 - (a) Still-birth is defined as the loss of a fetus during or after the 20th week of pregnancy.
 - (b) Employees eligible to receive parental leave may use up to eighty (80) hours of parental leave with appropriate medical documentation.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PARENTAL LEAVE

Effective March 1, 2021

Policy 3-48

Page 3 of 3

- (6) Sick or vacation leave shall not be used to extend parental leave unless it is pursuant to College Procedure 3-10 (H) and College Procedure 3-36 (D).

- (F) The President may establish procedure(s) to administer this policy.