



Paid Parental Leave Benefit

Effective January 1, 2017

Michigan Technological University is committed to providing a work environment that is supportive of employees' work and personal life obligations. The purpose of the Parental Leave Benefit is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional and home obligations. This benefit supports goal 1.2 of the [University's Strategic Plan](#) – “enhance work-life blending for all members of our community”. The associated cost for eligible persons on parental leave will be covered by Michigan Tech as outlined below.

The University will provide eligible employees with paid leave as follows:

Eligibility

- Applies to employees eligible for full benefits
- Intended to provide paid time off after the birth of a baby. If medical conditions arise prior to the birth, parental leave may be taken before the birth
- Includes adoption (primary caregiver) for children under 7 years old not attending school full-time. Employee must certify that they are the primary caregiver
- Must be taken within 12 months from the birth of the baby
- Runs concurrent with the Family Medical Leave Act (FMLA)

Staff

- Birth mother or primary caregiver may, upon request, take up to 6 weeks paid leave (centrally funded); and may request additional leave by applying their earned vacation, compensatory time, sick leave (all of which is paid by the department) or take unpaid leave in accordance with FMLA guidelines.

OR

- Birth mother or primary caregiver may, upon request, work out a part-time return to work schedule that equates to 6 weeks of centrally paid leave. This arrangement must be approved by the employee's supervisor.
- Non-birth mother or non-primary caregiver may, upon request, take up to 2 weeks paid parental leave (centrally funded) and may request additional leave by applying their earned vacation, compensatory time, or sick leave (all of which is paid by the department) or take unpaid leave in accordance with FMLA guidelines.

Staff employed less than 12 months can only receive paid parental leave for weeks normally paid.

Tenured/Tenure-Track Faculty

- Birth mother or primary caregiver may, upon request, take one semester at full pay (centrally funded) while being relieved from teaching duties for the duration of the leave of absence, but continuing to perform their research and graduate student supervision duties.

OR

- Birth mother or primary caregiver may, upon request, work out a part-time return to work schedule that equates to 6 weeks of centrally paid leave. This arrangement must be approved by the employee's supervisor.

OR

- Birth mother or primary caregiver may, upon request, take up to 6 weeks paid leave (centrally funded); and may request additional leave by applying their earned sick leave (all of which is paid by the department) or may take unpaid leave in accordance with FMLA guidelines. This arrangement must be approved by the employee's supervisor.
- Non-birth mother or non-primary caregiver may, upon request, take **either** 2 weeks paid leave, **or** a reduction of pay to 40% for one semester, with no teaching or service duties (centrally funded).

Faculty can only receive paid parental leave for semesters normally paid (i.e. summer is excluded).

Non-Tenure Track Faculty on Continuing or Rolling Contracts

- Birth mother or primary caregiver may, upon request, choose a leave of absence for one semester at 50% pay while being relieved of all duties (centrally funded).

OR

- Birth mother or primary caregiver may, upon request, choose to take up to 6 weeks of centrally paid leave, and may request additional leave by applying their sick leave (all of which is paid by the department) or take unpaid leave in accordance with FMLA guidelines. This arrangement must be approved by the employee's supervisor.

OR

- Birth mother or primary caregiver may, upon request, work out a part-time return to work schedule that equates to 6 weeks of centrally paid leave. This arrangement must be approved by the employee's supervisor.
- Non-birth mother or non-primary caregiver may, upon request, take up to 2 weeks paid leave (centrally funded) and may request additional leave by applying their sick leave (all of which is paid by the department) or may take unpaid leave in accordance with FMLA guidelines.

Non-Tenure Track Faculty on Continuing or Rolling Contracts employed less than 12 months can only receive paid parental leave for weeks normally paid.

Procedures

In support of this benefit, the following procedures are included:

- To support departmental planning, requests for parental leave must be submitted in writing at least 30 days before the leave is expected to begin. The University recognizes that adoption processes and other extenuating circumstances may make advance notice difficult to provide and may grant exceptions to this requirement in such cases.
- The department will submit an Employee Status Change Form with the employee's written request to Benefit Services for processing.
- Parental leave will run concurrent with the FMLA, if the Eligible Employee meets the eligibility requirements of the FMLA. Benefit Services will verify and confirm in writing to the employee their eligibility for coverage under FMLA.
- Benefit Services will send a letter to the department confirming and outlining the employee's parental leave benefit with instructions for completing the employee's timesheet during their leave of absence. A specific earn code is used for parental leave.