



Paid Parental Leave Benefit
Effective July 1, 2021

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, provide adequate time for physical recovery, and balance their professional and home obligations.

Procedures and 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:

Overview

- Available to all regular active employees eligible for full benefits (.75 FTE or higher)
- When both parents are benefit eligible employees of Michigan Tech, one parent is eligible for the primary caregiver parental leave and one parent is eligible for the non-primary caregiver parental leave.
- For employees currently on probation, the probationary period may be extended by the length of the approved leave.
- Intended to provide paid time off after the birth of a baby, adoption, foster care/custodial placement. If medical conditions arise prior to the birth, temporary accommodations or parental leave may be requested before the birth
- Applies for adoption, foster care/custodial placement primary caregiver) for children under 6 years old not attending school full-time. Individual consideration for parental leave for children older than 6 will be given based on extenuating circumstances. Employee must certify that they are the primary caregiver
- Must be taken within 12 months from the birth, adoption, foster care/custodial placement of the child
- Runs concurrent with the Family Medical Leave Act (FMLA)

Benefits for Staff

- Birth mother or primary caregiver may, upon request, take up to 6 weeks (240 hours) 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 the 6 weeks (240 hours) of centrally paid leave option.

OR

- Non-birth mother or non-primary caregiver may, upon request, take up to 2 weeks (80 hours) 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 in positions that are less than 12 months can only receive paid parental leave for weeks normally paid.

Benefits for Tenured/Tenure-Track Faculty

- Birth mother or primary caregiver may, upon request, take up to 6 weeks (240 hours) 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. During that time the faculty member will be relieved of all teaching duties. Service, research, and graduate student supervising are not required during Parental Leave; however, a faculty member may choose to continue to pursue such duties.

OR

- 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. Research and graduate student supervision is expected for those taking full-semester parental leave, as the parental leave is fully paid for a full semester rather than the 6 weeks (240 hours) option above. Service is not required during Parental Leave; however, a faculty member may choose to continue to pursue such duties.

OR

- Birth mother or primary caregiver may, upon request, work out a part-time return to work schedule that equates to the 6 weeks (240 hours) of centrally paid leave option.

OR

- Non-birth mother or non-primary caregiver may, upon request, take **either** 2 weeks (80 hours) paid leave, **or** a reduction of pay to 40% for one semester, with no teaching or service duties (centrally funded) in which case research obligations and graduate student supervision will continue.

Faculty can only receive paid parental leave for semesters that are part of their primary 9-month appointment (i.e., not eligible during semesters in which teaching is not required as part of normal duties, traditionally summer semester).

Non-Tenure Track Faculty on Continuing or Rolling Contracts

- Birth mother or primary caregiver may, upon request, choose to take up to 6 weeks (240 hours) 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. Service, research, and graduate student supervision is not required during Parental Leave, however a faculty member may choose to continue this work.

OR

- 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). Service, research and graduate student supervision is expected for a full semester parental leave, as the parental leave is fully paid for a full semester rather than the 6 weeks (240 hours) option above.

OR

- Birth mother or primary caregiver may, upon request, work out a part-time return to work schedule that equates to the 6 weeks (240 hours) of centrally paid leave option.
- 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.

If a Non-Tenure Track Faculty on Continuing or Rolling Contract is regularly employed for less than a full 12-month contract, paid parental leave can only be used for the months that are normally paid (i.e. employed for 9 months of the 12 months, parental leave is only paid during the normal 9-month contract).

Procedures

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

1. Meet with Benefit Services to discuss Parental Leave options and assist with developing a plan to provide to the supervisor for approval. If circumstances require a change in your leave plans contact Benefit Services for assistance.
2. Tenure Track Faculty interested in extension of their probationary period during parental leave can review the Faculty Handbook 5.1.1 "Extension of Probationary Period" or contact Academic Employment Services for more information.
3. Complete the Parental Leave Form. This form must be completed at least 30 days before the leave is expected to begin. The University recognizes that adoption and foster care/custodial placement processes and other extenuating circumstances may make advance notice difficult to provide and may grant exceptions to this requirement in such cases. The University recognizes that adoption and foster care/custodial placement processes and other extenuating circumstances may make advance notice difficult to provide and may grant exceptions to this requirement in such cases.
4. Ten business days prior to the start of the Parental Leave the department must submit an Employee Status Change Form with the employee's completed Parental Leave Form for processing. The University recognizes that adoption and foster care/custodial placement processes and other extenuating circumstances may make advance notice difficult to provide and may grant exceptions to this requirement in such cases.
5. 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.
6. Benefit Services will send the completed signed Parental Leave Form 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.