



**Staff Parental Leave Policy (this replaces the staff Maternity Leave policy)**

Following the birth, adoption, or inception of permanent legal guardianship of a child under the age of six (“qualifying event”), a benefits eligible staff employee who resides in the same household and will be the child’s primary caregiver shall receive six weeks of paid parental leave. Those primary caregivers adopting or gaining permanent guardianship of a child who is six years of age or older will receive two weeks of paid leave.

To be considered a “primary caregiver,” there cannot be another parent taking concurrent leave. A father can qualify as a primary caregiver if the mother is returning to work and he will be responsible for caring for the child during the majority of the leave period. If both parents are employees at JCU, one must be designated as the “primary caregiver” and the other as “secondary caregiver.”

The parent must take their leave concurrent with the qualifying event. Leaves pursuant to this policy and other related accommodations are intended to promote bonding with and caring for the child. Therefore, the employee may not engage in additional employment during such a leave.

A request for parental leave should be made in writing to the immediate supervisor to be reviewed and approved by the appropriate Vice President and HR. Requests shall be made as soon as the employee recognizes her/his need, preferably at least three months prior to the beginning of the leave. In addition, in order to receive a paid leave benefit pursuant to this policy for Family and Medical Leave Act (FMLA) qualifying leaves, parents will be required to complete and submit to Human Resources all required FMLA paperwork and associated medical documentation. All FMLA leave requests will be handled in accordance with the University’s generally applicable FMLA policy and practices.

(<http://webmedia.jcu.edu/hr/files/2011/02/FMLA.pdf>) During the leave period, the employee will continue to be eligible to receive regular fringe benefits. Following the birth, adoption, or inception of permanent legal guardianship of a child, a benefits eligible employee who resides in the same household and will be the child’s secondary caregiver may request a leave for a contiguous two-week period. Such leave is intended to be for the purpose of assisting in the care of the child. Requests for this leave shall be made as soon as the employee recognizes her/his need, preferably at least two weeks before the leave is to be taken.

<b>Primary Caregivers</b>	<b>Secondary Caregivers</b>
6 weeks paid leave	2 contiguous weeks paid leave, taken within 12 weeks of the qualifying event
Should be requested at least 3 months prior to the beginning of the leave	Should be requested at least 2 weeks prior to the beginning of the leave
Requests for leave should be made in writing to the immediate supervisor up through the VP and HR for review and approval	Requests for leave should be made in writing to the immediate supervisor up through the VP and HR for review and approval
FMLA eligible leave runs concurrently, parent may be eligible for additional FMLA leave	FMLA eligible leave runs concurrently, parent may be eligible for additional FMLA leave

This policy replaces the staff Maternity Leave Policy.

July 31, 2014