

Parental Leave for Exempt and Non-Exempt Staff Members

This policy applies to University Exempt and Non-Exempt staff members on Regular status who have been at the University for at least twelve months, and who are appointed on at least a 50 percent basis.

Paid Parental Leave

Eligible staff are entitled to receive paid Parental Leave of up to 60 days (6 work weeks) in connection with the birth of the employee's child or placement of a child younger than age 5 with the employee for adoption or foster care. Parental leave is available to eligible staff within the first twelve (12) months following the birth or placement of a child for adoption or foster care. During the 6 weeks of paid Parental Leave, no duties will be required by the University.

Parental leave is available to both male and female parents and not just the birth mother. A birth mother also may be eligible to use sick leave in the event of medically documented complications or illnesses related to pregnancy, such as severe morning sickness, the need for prenatal care, childbirth and the recovery from childbirth. Use of sick leave shall not diminish the amount of parental leave to which the parent is entitled. Use of parental leave does not require the employee to submit medical documentation.

When both parents have regular employee status at the institution, each one shall be entitled to a separate, individual, maximum period of parental leave. The amount of leave for which one parent may be eligible, or the amount of leave used by one parent shall not limit or enhance the leave amount or the leave usage of the other parent. Parents shall be entitled to take leave in succession or simultaneously as long as simultaneous leaves do not substantially disrupt the department or unit of which the employees are a part.

In order to take advantage of this policy, the employee must notify immediate supervisor, at least two months in advance of the date of expected use. Notice should include the projected date of birth of the child or the expected date of the child's placement through adoption or foster care.

Other policies that may be relevant to regular exempt and non-exempt staff pertaining to the birth or adoption of a young child are referenced below:

VII-7.00 Policy on Annual Leave for Administrative and Classified Personnel

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII700.html>

VII-7.01 Policy on Annual Leave for Regular Exempt Employees

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII701.html>

VII-7.10 Policy on Personal Leave for Regular Exempt Employees

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII710.html>

VII-7.11- Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII711.html>

VII-7.12 Policy on Leave of Absence Without Pay

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII712.html>

VII-7.45 Policy on Sick Leave

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII745.html>

VII-7.50 Policy on Family and Medical Leave for Exempt and Nonexempt Staff Employees

<http://www.president.umd.edu/policies/docs/VII-750.pdf>

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