Policy 04:140 – Paid Parental Leave

Paid Parental Leave allows parents flexibility and time to care for and bond with their new child, adjust to a new family situation and balance professional obligations. UM's Paid Parental Leave Policy complements our comprehensive benefits package and demonstrates a sustained investment in our employees' overall well-being.

UM will grant an eligible employee who is the birth, adoptive, or foster parent of a newborn, newly-adopted, or newly-fostered child up to 8 work weeks Paid Parental Leave (320 hours maximum; within a 6-month period following the date of a qualifying event). Part-time employees will receive prorated paid parental leave based on their FTE and regular work schedule. Paid Parental Leave may be used only for recovery from childbirth and/or to bond with or care for a newborn, newly-adopted, or newly-fostered child. If both parents are UM employees, each may receive separate Paid Parental Leave without consideration for whether or when the other parent takes their leave.

Paid Parental Leave is a benefit of employment and its use shall not have a negative impact on the employee's evaluation, promotion, or employment status.

Eligibility: All regular full-time and regular part-time employees are eligible who have worked for at least 12 months (or 52 weeks) and have worked at least 1,250 hours during the preceding 12 months. Full-time faculty are eligible after completing one academic year or two consecutive semesters.

Qualifying Events: The following events will qualify an employee for Paid Parental Leave: birth of a newborn, adoption of a child under the age of 18, placement of a foster child under the age of 18 with a long-term care placement agreement, miscarriage or other serious pregnancy-related medical need.

Length & Time of Leave: Paid Parental Leave weeks/hours must be used on a continuous basis within 6 months of the date of a qualifying event. In extenuating circumstances, intermittent leave may be considered.
Federal and State holidays observed by the University and other full-day University closings will not factor into the amount of paid time off granted by this policy. Recipients of paid parental leave will not lose the benefit of their other regular time off. An employee must take leave under the Family Medical Leave Act (FMLA), Paid Parental Leave will run concurrently with FMLA-related time off (see Policy 04:130).
No provision of this policy will extend the total amount of leave provided by the FMLA policy. Any additional unpaid time off, beyond the 8 weeks paid leave provided by this policy, will be governed by the FMLA policy.

Nine-month Faculty and Nine, Ten or Eleven-Month Staff Positions:
Eligible Employees on nine-month faculty appointments or nine, ten or eleven-month staff positions may receive 8 work weeks of Paid Parental Leave during the regular appointment period (e.g., the appointment period for nine-month faculty is typically August through May). If the date of birth, adoption or foster care placement occurs outside of the regular appointment period (e.g., during the summer months), then eligibility for Paid Parental Leave will begin with a new regular appointment period and ends 6 months from the date of the qualifying event.
Nine-month faculty or staff who have a regular summer appointment (excluding summer teaching) or are otherwise compensated by the University may elect to be eligible for and utilize Paid Parental Leave during that time period. If so, that time will count toward the 6-month period immediately following the child's date of birth, adoption or foster care placement. A nine-month faculty member without a summer appointment may not use paid parental leave during the summer academic term but may use it upon return in the fall term, as long as it is within the first six months following the birth/placement of the child.

Limitations:

1. Employees must request and use paid parental leave within 6 months of the qualifying event.
2. If an employee chooses to file for FMLA leave, Paid Parental Leave must run concurrently with FMLA leave and cannot be used to provide additional time off before or after FMLA leave.
3. Multiple qualifying events do not increase the Paid Parental Leave available during the 6 months following the original qualifying event.
4. Employees may only utilize Paid Parental Leave once during a rolling backward 12- month period based on the date of the child's birth, date of adoption, or date of placement of a child for adoption or long-term foster care.
5. This policy provides for Paid Parental Leave without requiring the employee to utilize any other paid time off such as sick or vacation.
6. If both parents are UM employees: One parent's use of this policy will not infringe upon the other parent's eligibility for all qualifying leave as outlined herein.
7. Employees may receive no more than a total of 16 weeks (640 hours) of Paid Parental Leave over the course of their employment at UM.

Return from Leave: An employee who returns to work after an approved parental leave period is entitled to the same—or equivalent—position and compensation unless the employee's employment would otherwise have been terminated regardless of the employee's Paid Parental Leave. An employee's failure to return to work upon the expiration of their approved paid parental leave period will result in termination unless an extension of additional unpaid leave is approved. Additional leave may be warranted when there are extenuating circumstances (e.g., extreme behavioral issues; medically fragile child or mother) or to fill the balance of time off allowed by the Family Medical Leave policy. Employees are required to provide at least one year of service after return from Paid Parental Leave, or they must reimburse the university their wages paid during the time they were on leave.

Procedures: When a need for leave is foreseeable, the employee must submit a formal application for leave, specifying the timing, duration, and schedule for Paid Parental Leave at least 30 days in

advance. If the need for leave is unforeseeable, the employee or their representative must submit the application as soon as is practical.

It is the responsibility of the HR office—and not the supervisor or division head—to authorize Paid Parental Leave. Employees will be required to provide evidence of the qualifying event for Parental Leave. Standards and procedures for HR authorization of Paid Parental Leave will require the same documentation as Family Medical Leave.

Paid Parental Leave will be paid at 100 percent of an eligible employee's straight- time, regular base pay (based on FTE). The number of hours regular part-time employees will be paid will correspond with the number of hours they work in a normal pay period. The normal leave report will include a Paid Parental Leave category. Employees on leave should claim the appropriate number of hours in this category and submit as per regular leave reporting policy and procedures.

This policy applies to qualifying events effective 30 days after Board approval. The University has the exclusive right to interpret this policy which becomes effective August 1, 2024.

Approved May 2023