



## PARENTAL LEAVE POLICY

Roanoke College is committed to supporting its eligible faculty and staff with parental leave following childbirth or adoption. Parental leave is for an employee to care for a newborn or newly adopted child(ren), under the age of 8.

### **Eligibility**

Benefits are payable when an employee has worked for the College for at least one year and has worked at least 1,000 hours during the previous twelve (12) months and expects to remain continuously employed for one calendar year following the conclusion of leave (subject to contract renewal for faculty members).

Parental Leave is available to spouses, domestic partners, and birth parents who are otherwise eligible under this policy.

This program does not apply to faculty or staff in temporary or visiting appointments.

### **Benefits**

The college will pay 100% of wages as a form of salary continuation for an employee to care for a newborn or newly adopted child(ren). Pay will be computed on the base salary (as defined for retirement contributions) and will not include any overtime or other supplemental pay, and will be subject to all standard withholdings and authorized deductions.

This parental leave will be provided immediately following the birth or adoption of a child, beginning at the time of arrival of the child and running consecutively, except in extraordinary circumstances (such as, but not limited to, medical complications for the mother or child) where other leave timing is approved by the divisional leader in consultation with human resources.

In the case of adoption, eligible faculty and staff may take parental leave before the actual adoption of the child, where approved by the divisional leader, for circumstances where the employee needs to be away from responsibilities for the adoption to proceed (e.g., travel to another country to complete the adoption).

Other provisions for salary continuation include:

- If both parents are eligible employees, both employees are entitled to 12 weeks of leave.
- It is expected that the employee will return to work after the twelve week period. Employees who do not return to work and do not give the College written notice of intention not to return at least three (3) weeks prior to the scheduled return date may

be required to reimburse the College for the amount received under this policy, unless the employee is medically unable to return to work.

- Paid parental leave will not extend unpaid leave available under the Family and Medical Leave Act (FMLA) policy. Rather, such paid leave will run concurrently with any FMLA leave available. This benefit will also run concurrently with the College's short term disability policy, if applicable.
- Roanoke College will maintain medical coverage and any other insurance benefits at the same contribution level as while the employee is working. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the College for any College contribution made on the employee's behalf during the leave, except if medically unable to return to work.
- Staff members will not accrue Vacation or Sick/Personal Leave while absent on Parental Leave.
- The College may require that an employee provide reasonable documentation to confirm the eligibility basis and dates for parental leave. Such documentation may include, but is not limited to, a health care provider's certification of pregnancy, the child's birth certificate, certificate of adoption, or other appropriate documents, as applicable.
- One parental leave benefit is available per employee, per birth, adoption or placement event. The number of children involved does not increase the length of leave granted for that event.
- Eligible employees who choose not to take advantage of this benefit may not request payment or schedule/load adjustments in lieu of taking paid leave. No unused parental leave will be paid upon the termination of employment.
- For staff members, if a scheduled holiday or closure falls within the leave period, the day(s) will count as a holiday or closure.

**Special Considerations for less than 12 month Faculty and Staff:**

In the event of a childbirth or adoption occurring during a period in which a faculty or staff member would not normally be scheduled to work (e.g. Christmas break, the summer months, etc.), this paid parental leave benefit will only apply for any balance of the 12 weeks that the employee would otherwise have been expected to be back to work. For example, if a faculty member gives birth or adopts two weeks before the start of the fall term, they would receive 10 weeks of paid parental leave beginning at the start of the fall term. If the paid parental leave period ends during a semester, the faculty member has the option to either take a leave of absence without pay for the rest of the semester, or return fully to work, unless there is a need for short-term disability benefits.

Arranging teaching and advising replacement during the semester(s) a faculty member is out on leave is the responsibility of the department chair, in consultation with Academic Affairs.

An untenured faculty member who becomes the parent of a child through birth or adoption during the tenure probationary period shall be entitled to a one-year extension of the probationary period. (This is in addition to any other extension to which a faculty member is entitled in accordance with the faculty handbook.) An untenured faculty member who may

qualify for an extension shall notify the vice president as soon as the need for an extension becomes apparent, but in no event later than June 30 of the year prior to the academic year in which the tenure review would otherwise occur. Such requests will be addressed in accordance with the general policy on requests for extension set forth in the faculty handbook.

## **Requesting Parental Leave**

### Faculty

Faculty who will be requesting Parental Leave under this policy must notify the department chair, the vice president for academic affairs, and human resources as soon as the need for such leave is foreseeable. In order to request leave for the fall term, leave must be requested no later than May 1 of the previous term. For leave in the spring term leave must be requested no later than September 1 of the previous term. The College reserves the right to deny or delay the granting of paid parental leave where notice is not given in a timely fashion.

### Staff

Eligible staff must request parental leave in writing to their supervisor and human resources at least 120 days in advance of the requested leave start date (or as early as possible in the planning phase of an adoption process). Human Resources approves staff requests for parental leave. The College reserves the right to deny or delay the granting of paid parental leave where notice is not given in a timely fashion.