

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

PAID PARENTAL LEAVE

POLICY 3.4.11

In order to assist and support employees in balancing work and family obligations, the College will provide eight weeks of Paid Parental Leave to an eligible employee who has given birth to a child or four weeks fully paid parental leave to an eligible employee in other circumstances involving the birth of a child or the adoption, foster placement, or other legal placement of a child.

- 1. Coverage and Eligibility** - An employee's eligibility for Paid Parental Leave shall be made based on the employee's months of service and hours of work as of the date of the qualifying life event. Employees who become parents via birth, adoption, foster, or another legal placement are eligible if the employee is eligible for Family and Medical Leave (FML) by being in pay status for at least 1,040 hours in the previous 12-month period. Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave. The following will not be considered a break in employee service:
 - a.** Periods of worker's compensation or short-term disability months preceding the qualifying event
 - b.** Periods of leave without pay approved by the President
- 2.** Eligibility determinations are made as of the date that the child is born or placed via adoption, foster, or other legal placement. Other legal placement does not include parental custody cases or legal assignments as a Guardian ad Litem.
- 3.** Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to conditions of paragraph 4 below.
- 4.** The College shall not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek Paid Parental Leave in one continuous period. For all other employees, the College may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a public safety or operational concern. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a public safety or operational concern if:
 - a.** Providing the Paid Parental Leave would result in College staffing levels below what is required by federal or state law to maintain operational safety; or
 - b.** The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options; or
 - c.** The College determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent because of a public safety or operational concern. The College shall provide Paid Parental Leave as soon as practical following the

qualifying event.

- d. If both parents are eligible employees, each may receive Paid Parental Leave. Both parents may take their leave simultaneously or at different times, pending no public safety or operational concern.

5. Leave Amount – Eligible employees shall receive:

- a. Eight weeks (320 hours) of Paid Parental Leave to eligible employees who have given birth (4 weeks for recuperation for childbirth and 4 weeks for bonding).
- b. Four weeks (160 hours) of Paid Parental Leave for bonding to eligible employees to care for and bond with a newborn or recently adopted, foster, or otherwise legally placed child
- c. Four weeks (160 hours) of paid leave for recuperation to eligible employees in the event of a stillbirth occurring 20 or more weeks into the pregnancy, commencing immediately following the stillbirth
- d. Eligible part-time employees working less than an average of 40 hours per week will receive a pro-rated amount of paid leave based on their average hours worked
 - i. Each week of Paid Parental Leave under this policy shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay, excluding overtime. If the part-time employee does not work routine hours weekly, the College will average the last 6 months of hours to determine the weekly pay for Paid Parental Leave.

6. Leave Usage:

- a. May be used only once within a twelve-month period.
- b. Is not accrued and, if intermittent, must be used within 12 months from the date of the qualifying event or the time is forfeited.
- c. Cannot be donated to another employee.
- d. Is not paid out upon separation.
- e. May not be used prior to the qualifying event. If the employee requires leave before the birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the College leave policy.
- f. If both parents are eligible employees, each may receive Paid Parental Leave. Both parents may take their leave simultaneously or at different times.
- g. Runs concurrent with Family Medical Leave.
- h. Eligible employees must submit a written request 30 days in advance to their supervisor and Human Resources regarding their intention to use Paid Parental Leave.
- i. Eligible employees must submit proof of the qualifying event to Human Resources. Acceptable documentation may include Family Medical Leave Act documentation, birth certificate, court order, or placement agreement.
- j. Leave usage must be recorded in the same increments as all other leave under College policy.

- k. Eligible employees may not use accrued sick leave, annual leave or other leave in lieu of Paid Parental Leave.

Adopted: April, 2024