

## Parental Leave Policy

### 1. POLICY STATEMENT/PURPOSE

Sonoran University will provide 6 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, foster care, or guardianship. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

### 2. HISTORY/BACKGROUND

Describe the history or background.

a.

### 3. DEFINITION(S)

- a. **First Word/Phrase:** Define it.
- b. **Second Word/Phrase:** Define it.
- c. **Third Word/Phrase:** Define it.

### 4. SCOPE/KEY STAKEHOLDERS

See Eligibility under Policy Items

### 5. POLICY ITEMS

- a. Eligibility
  - i. Eligible employees must meet the following criteria:
    1. Have been employed with the company for at least 12 months.
    2. Be a full time, regular employee (temporary employees and federal work)
  - ii. In addition, employees must meet one of the following criteria:
    1. Have given birth to a child.
    2. Be a spouse or committed partner of a person who has given birth to a child.
    3. Have adopted a child, been placed with a foster child or have been granted guardianship of a child (in either case, the child must be age 17 or younger).
- b. Amount, Time Frame and Duration of Paid Parental Leave
  - i. Eligible employees will receive a maximum of 6 weeks of paid parental leave per birth, adoption or placement of a child/children.
  - ii. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
  - iii. Approved paid parental leave may be taken at any time during the 12 week period immediately following the birth, adoption or placement of a child with the employee. Days/weeks do not need to be consecutive.
  - iv. Upon termination of the individual's employment at the company, they will not be paid for any unused paid parental leave for which they were eligible.
- c. Coordination with Other Policies
  - i. After the paid parental leave is exhausted, leave will be compensated through employees' accrued sick, vacation and personal time. Upon

- exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave.
  - ii. The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
  - iii. An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.
  - iv. Employees may use accrued vacation and sick time, as applicable, toward unpaid leave.
- d. Requests for Paid Parental Leave
- i. The employee will provide their supervisor and the HR Department with notice of the request for leave at least 60 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR Department to substantiate the request.
  - ii. As is the case with all company policies, the organization has the exclusive right to interpret this policy.
  - iii. If an employee does not return to work at a comparable level for at least 30 working days following parental leave, they agree to return a pro-rated amount of the salary and benefits paid on employee's behalf during the paid Parental Leave period. Prorated payback schedule: 1 - 7 days: 100% payback, 8 - 14 days: 75%, 15 – 21: 50% payback, 22 - 29 days: 25% payback

**6. RESONSIBILITY FOR IMPLEMENTATION**

The Human Resources Department will implement and monitor this policy.

**7. RELATED DOCUMENTS**

**8. NEXT REVIEW DATE**

Annual

**9. POLICY AUTHOR/CONTACT**

Human Resources, Senior HR Generalist

**10. REFERENCES**

**11. VERSION CONTROL AND CHANGE HISTORY**

Version	Approved by	Date Approved	Date Effective	Amendment Information
1	President's Council	7/26/23	7/26/23	New Policy
2				
3				