



SAINT LOUIS  
UNIVERSITY  
— EST. 1818 —

# SAINT LOUIS UNIVERSITY

## STAFF PARENTAL LEAVE POLICY

**Procedure Number:**

**Version Number:** 2

**Classification:**

**Effective Date:** 03/01/2018

**Responsible University Office:** Vice President Human Resources

### 1.0 INTRODUCTION

In keeping with its Jesuit mission, Saint Louis University recognizes that employees may need to balance work obligations while expanding and caring for families. The parental leave policy provides staff with paid leave time to care for and bond with newborn children.

### 2.0 PURPOSE

Saint Louis University provides paid parental leave to eligible staff members to allow for time off for parents to bond with newborn children. This policy was created to provide time off as a reflection of Saint Louis University's Jesuit values and respect for staff members' commitment to their families.

### 3.0 PERSONNEL AFFECTED

This policy applies to all regular full-time staff working at Saint Louis University, except for employees in a collective bargaining unit, Housestaff residents or employees of the Madrid campus.

### 4.0 DEFINITIONS

**Child:** For purposes of this policy only, a Child is defined as a Child under twelve (12) months of age for birth and 17 years or younger for adoption.

### 5.0 POLICY

- 5.1** Staff members who have completed one year of continuous full-time service prior to the birth of the child can take up to three (3) weeks of paid parental leave during the Child's first year of life.
- 5.2** Staff members who have completed two (2) or more years of continuous full-time service prior to the birth of the child can take up to six (6) weeks of paid parental leave during the Child's first year of life.
- 5.3** Staff members who are adopting a minor Child (regardless of the Child's age) and who have completed at least one (1) year of continuous full-time service prior to the placement of the child can take up to six (6) weeks of paid parental leave during the first year of the Child's placement.

The policy is limited to one (1) parental leave request per 12-month period.

## 6.0 PROCEDURES

### 6.1 Eligibility

Saint Louis University Human Resources may request documentation of the birth or placement of a Child to determine application of this policy.

Staff members are only eligible for paid parental leave per child based upon the Child's birth date or adoption placement date.

### 6.2 Coordination with Family and Medical Leave Act

When employees are absent due to an FMLA-qualifying event, it is University policy that FMLA must be used. Applicable FMLA leave runs concurrently with paid parental leave under this policy.

Example: A staff member who is pregnant requests FMLA leave at least thirty (30) days before her due date. She is eligible for FMLA and has worked continuously for thirty (30) months. She plans to be away from work for the full twelve (12) weeks allowed under FMLA and will receive six (6) weeks of pay for this time under the University Parental Leave policy. The policy does not allow her to take 12 weeks of FMLA followed by another six (6) weeks of paid parental leave.

### 6.3 Unused Paid Parental Leave

Unused parental leave expires one (1) year following the birth or adoption of the applicable child is not paid out upon separation from Saint Louis University.

### 6.4 Both Parents Employed by the University

When both parents are employed at the University, both parents will combine their paid leaves not to exceed six (6) weeks per Child.

### 6.5 Applying for Parental Leave

Staff must request parental leave at least 30 days before the anticipated leave is set to commence. In the event of unforeseen circumstances, staff should request parental leave as soon as practicable.

For FMLA-eligible staff, the FMLA request form and supporting documentation constitutes application for paid parental leave under this policy.

Staff who are not eligible for FMLA should contact the Human Resources Leave and Accommodations Consultant to initiate the request for paid parental leave under this policy. The Leave Specialist can be reached at (314) 977-2279. Documentation can be emailed to [fmla@slu.edu](mailto:fmla@slu.edu) or faxed to (314) 977-1785.

The Leave and Accommodations Consultant is the contact point for paid parental leave. The Leave and Accommodations Consultant will verify documents and will load parental leave into the employee's leave balance upon approval. The employee will need to report parental leave on his or her biweekly timesheet or monthly leave report. The Leave Specialist can be reached at (314) 977-2279. Documentation can be emailed to [fmla@slu.edu](mailto:fmla@slu.edu) or faxed to (314) 977-1785.

## **6.6 Documentation of Need for Parental Leave**

Sufficient documentation of the birth or placement of Child for adoption is required for an eligible employee to be paid under this policy.

Staff members who request to use parental leave for a non-FMLA qualifying absence must obtain his or her supervisor's written approval for the parental leave and must provide documentation from the appropriate medical provider that provides sufficient verification of the staff member's expected due date or birth of the baby. Staff members who are ineligible for FMLA may still use the Department of Labor Certification of Health Care Provider for Employee's Serious Health Condition (380-E) or the Department of Labor Certification of Health Care Provider for Family Member's Serious Health Condition (380-F) to document pregnancy and the expected due date.

Staff members taking parental leave for the placement of a Child for adoption must provide sufficient documentation of the birth and placement of the Child with the parent.

## **6.7 Caregiver Leave**

Outside of parental leave, the University allows up to two (2) weeks of sick leave in a calendar year to staff to care for certain family members, including children. Please see the Staff Sick Leave Policy, section 7.4 for additional information regarding Caregiver Leave.

## **7.0 REFERENCES**

Family and Medical Leave Act Policy  
FMLA FAQ's  
Staff Caregiver  
Staff Parental Leave FAQ's  
Staff Sick Leave Policy  
Staff Vacation