

Christopher Newport University

Policy: Parental Leave - Administrative and Professional Faculty Policy **Policy Number: 5010**

Executive Oversight: Vice President for Finance and Planning/CFO
Contact Office: Office of Human Resources
Frequency of Review: Annually
Date of Last Review: January 2021

A. PURPOSE

The purpose of this policy is to provide eligible administrative and professional faculty with up to eight (8) weeks (320 hours) of paid parental leave to be used within six (6) months of the birth of a child or adoptive, foster, or custodial placement of a child under the age of eighteen (18).

B. POLICY STATEMENT

It is the policy of Christopher Newport University to provide paid parental leave to enable eligible administrative and professional faculty (A/P) to care for and bond with a newborn or a child under the age of eighteen (18) newly-placed for adoption, foster, or custodial care. The leave is available for births or placements that occur on or after July 1, 2018. This paid leave may be used in combination with other benefits.

C. DEFINITIONS

Adoption: The act of legally and permanently assuming custody of and legal responsibility for a child other than your own biological child.

Custodial Care: A placement authorized by a judgment, decree, or other order of a court providing for the legal and physical custody of a child.

Foster Care: The act of temporarily assuming responsibility for daily care and supervision for a child removed from his or her birth family home. Parental leave may be used for temporary arrangements made through local departments of social services with the intent of reuniting the child with his/her birth family if possible.

Parent: Legally recognized biological, adoptive, foster, or custodial parent.

Eligible Administrative and Professional Faculty: Employees who hold administrative or professional faculty appointments who have been employed by the University in any position, for at least one full year immediately prior to the event supporting parental leave and who are eligible for coverage under the Family Medical Leave Act (FMLA).

D. PROCEDURES

1. Available Parental Leave

- Parental leave is available to an eligible A/P faculty member on the date of the birth of a child or placement of a child via adoption or foster or custodial care.
- An employee who is not eligible for parental leave on the date of birth or placement but becomes eligible within six (6) months of the birth or placement may take parental leave once he/she meets the eligibility requirements, and to the extent time remains within the 6 month period following the birth or placement.
- One parental leave benefit per employee is available per birth, adoption, or placement event. The number of children involved (e.g. birth of twins or foster care of siblings) does not increase the length of paid parental leave granted for that event.

2. Parental Leave and FMLA

Parental leave will run concurrently with FMLA leave. If the amount of FMLA leave available is less than the amount of paid parental leave to be taken, parental leave will still be granted as specified in this policy, without regard to the existence of the individual's available FMLA leave.

3. Use of Parental Leave

- Employees should submit a written request to their supervisor for parental leave at least thirty (30) calendar days prior to the anticipated leave begin date or as soon as practicable. An employee must comply with Christopher Newport leave request procedures, absent unusual circumstances. Failure to do so may be grounds for delaying or denying an employee's parental leave.
- Parental leave is expected to be used consecutively, but may be negotiated and agreed between the employee and supervisor as necessary to meet the needs of the University and the employee. The agreement between the employee and supervisor shall be submitted to the Director of Human Resources and approved by the provost or appropriate vice president.
- Parental leave is provided in addition to, and may be taken following any sick leave or VSDP time taken for pregnancy, delivery and/or recovery. Paid parental leave shall be exhausted prior to the use of annual leave and/or unpaid leave when such leave is requested for the purpose of a birth, adoption, foster, or custodial care event.
- Virginia Sickness and Disability Program (VSDP) Participants: Parental leave may be used to supplement reduced income replacement disability benefits following the birth of a child and/or may be accessed after the VSDP benefits related to the birth cease.

- Parental leave may be used only once within the twelve (12) month period that begins with the date of birth or placement of the first child for whom parental leave has been is taken.
- Unused parental leave is forfeited six (6) months from the date of the birth or placement.
- Unused parental leave is not compensable if an employee separates from employment or moves to a non-covered position.
- In the case of a custodial or foster care placement, the availability of parental leave terminates at the conclusion of the foster or custodial care placement or within six (6) months of the placement, whichever comes first.

4. Certification of Eligibility

The University may require documentation of the birth or placement in order to approve parental leave.

Official documents that will be considered may include but not be limited to a report of birth, a birth certificate, an order of parentage, an adoption order, a custody order, and a foster care placement agreement. Documents provided should show date of birth or placement if placement was other than the date of birth.

5. Other Employment

While on parental leave the employee may not work secondary jobs at the University or anywhere else.

E. REFERENCES

Department of Human Resources: [Family and Medical Leave Policy 4.20](#)

F. APPROVAL AND REVISIONS

Approved By: Policy Committee, November 1, 2018

Revision 1: Policy Committee, January 14, 2021

G. NEXT REVIEW DATE: Spring 2022