



PAID PARENTAL LEAVE PLAN (Effective 7/1/2019)

Effective July 1, 2019, the College implemented a Paid Parental Leave plan to reduce economic hardship and allow for greater utilization of the guaranteed 12-week Family and Medical Leave Act leave after the birth, adoption or placement of a foster child. To be eligible for Paid Parental Leave, employees must be full-time (or working a position budgeted for at least 1248 hours annually) and must have completed at least one year of service at 1248 hours or more. Following the birth or adoption of a child, or the placement of a foster child, any eligible parent may request up to twelve weeks of Family Medical Leave Act (FMLA) leave; FMLA leaves provide job protection, but are unpaid. At the employee's request, they may use Paid Parental Leave to provide salary continuation for up to four weeks of their approved FMLA leave following birth or adoption. If both parents are employees, each parent is individually eligible to four weeks of Paid Parental Leave during their own approved FMLA.

Coordination of Paid Parental Leave with Disability Pay:

If the employee is the parent who gave birth, disability pay will also be available during the FMLA leave. Normally, a physician will certify disability for a period of four to six weeks after a vaginal delivery, or up to eight weeks following a caesarean delivery. The amount of pay received during the certified disability portion of a 12-week FMLA will depend upon the accumulated sick/short-term disability leave available. Refer to the Short-Term Disability plan for details. Following the disability payment period (generally 6 or 8 weeks), four weeks of paid parental leave may be taken. Following the paid certified disability period and the paid parental leave period, any remaining time of the maximum guaranteed 12-week FMLA leave would be unpaid.



PARENTAL LEAVE REQUEST FORM

Employee Name:	
Employee Title:	
Department:	
Phone #:	
Email:	

Under Muhlenberg College’s Parental Leave policy, the College provides eligible faculty & staff with up to four weeks of paid parental leave following a birth, adoption, or foster placement.

I am requesting the following Paid Parental Leave:

Continuous Leave of 4 weeks beginning on or about:

Intermittent Leave in full day increments on the following dates:

Course Release (Faculty Only) of one course during the _____ semester (e.g. Fall 2023)

Select the appropriate qualifying life event:

Birth of my child - Expected Date of Birth:

Adoption - Expected Date of Placement:

Foster Care Placement - Expected Date of Placement:

Required supporting documentation of the qualifying life event must be attached to this form or provided to HR as soon as it is available. (e.g. birth certificate, adoption certificate, foster care placement letter, court documents, etc.)

ELIGIBILITY REQUIREMENTS

- An employee in a position budgeted for at least 1,248 hours per year.
- Minimum 12 months of employment and at least 1,248 hours worked during the 12 consecutive months immediately preceding the date paid parental leave will begin.
- If both parents are employees of the College, both parents are eligible for paid parental leave.

In addition, employees must meet one of the following criteria:

1. Employee who has given birth to a child or is expected to give birth to a child;
2. Spouse or partner of an individual who has given birth to a child or is expected to give birth to a child;
3. Employee who has adopted a child who is 17 years old or younger (paid parental leave is not available for the adoption of a stepchild by a stepparent); or
4. Employee with a foster child placement of a child who is 17 years old or younger.

PAID PARENTAL LEAVE PROVISIONS

- Eligible employees will receive up to a maximum of four weeks (20 work days) of paid parental leave.
- in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.
- The occurrence of a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the four-week total amount of paid parental leave granted for that event.
- Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time pay.
- Paid parental leave will be paid on regularly scheduled pay dates (e.g., bi-weekly or monthly).
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the qualifying life event. Paid parental leave may not be used or extended beyond this 12-month time frame and must be completed by the child's first birthday or the first anniversary of the finalization of the child's adoption or foster placement.
- Employees may take paid parental leave in one continuous period of leave or on an intermittent basis.
- Upon conclusion of employment at the College, departing employees will not be paid for any unused paid parental leave.

By signing this form, I attest to the following:

I understand that any unused portion of Paid Parental Leave will expire (and will no longer be available for use) 12 months after the qualifying life event.

I also understand that paid parental leave runs concurrently with leave for which I may be eligible under the Family and Medical Leave Act.

I also understand that if I do not meet the eligibility requirements for paid parental leave, I will be notified by Human Resources.

Signature of Employee

Date

NOTE TO EMPLOYEE: E-mail this form and any supporting documentation to hr@muhlenberg.edu. Please retain a copy of all information for your records.