

Policies and Procedures

Title

Parental Leave

HR Policy No: 40.002

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Reviewed: May 1, 2019

Purpose

To allow eligible employees to receive a partially paid leave from the College for the birth or adoption of a child that does not require the use of accrued sick leave.

Applicability

Full-time Administrative and Support Staff Employees, as well as Part-time Employees if applicable.

Policy

Eligibility Requirements

1. Employees must be employed on a full-time full-year, full-time academic-year, or part-time full year basis, for twelve (12) months prior to the beginning of parental leave benefits, and have worked at least 1,250 hours during the preceding period.
2. This benefit is available as of the date of birth of the child or date of placement for adoption. Parental leave can be taken any time within the twelve (12) or thirteen (13) week period (FMLA/RIPFML) after the date of birth or placement of adoption, and must be taken consecutively.
3. In the event that both parents are employed by the College both are eligible for the parental leave benefit.

Parental Leave Pay Schedule

The following schedule applies to full-time full-year, full-time academic-year, or part-time full year administrative and support staff. The College reserves the right to modify and/or amend this schedule, as needed.

Maternity Leave

Years of Service

After 1 Year

Partial Pay Amount

40% of Regular Base Salary

Partial Pay Duration

3 Weeks

After 3 Years	50% of Regular Base Salary	5 Weeks
After 5 Years	60% of Regular Base Salary	8 Weeks

Spousal Leave

<u>Years of Service</u>	<u>Partial Pay Amount</u>	<u>Partial Pay Duration</u>
After 1 Year	40% of Regular Base Salary	2 Weeks
After 3 Years	50% of Regular Base Salary	4 Weeks
After 5 Years	60% of Regular Base Salary	6 Weeks

*Years of service are determined as of July 1.

Parental Leave Application Process

1. All eligible staff must complete the Request for Parental Leave Form ([Request for Parental Leave](#)).
2. Completed request forms must be returned to the office of human resources no later than 10 days prior to the leave begin date, with the exception of unforeseen emergency circumstances.

Parental Leave Usage

1. The benefit is designed to serve as an offset to the Temporary Disability Insurance (TDI) and Temporary Caregiver Insurance (TCI) benefits available through the state of Rhode Island.
2. Income received under the parental leave benefit is subject to all applicable taxes and benefit premium deductions.
3. At the end of the approved parental leave period, accrued sick leave must be used as required under the College's Family Medical Leave Policy (policy #40.001). Should all paid sick leave be exhausted, accrued vacation time may be used.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.