

## **PARENTAL LEAVE**

At its meeting on October 23, 1995, the Board of Trustees approved a paid Parental Leave policy for University faculty and staff to be effective November 1, 1995. Eligible employees receive three weeks of paid parental leave in connection with the birth or adoption of a child of the employee. The parental leave shall begin no sooner than two weeks before the anticipated delivery date or adoption, and must end no later than six weeks after the birth or adoption of the child. Parental leave must be taken during the term of the employee's appointment. Eligible employees who work for the University only during part of the year will receive no parental leave pay for any part of the leave that falls outside the appointment period. Parental leave pay shall be at the same rate as the employee is then paid.

An "eligible employee" is defined as any current University employee who has completed at least twelve consecutive months of employment as a regular full-time or regular part-time employee and who worked at least 1,250 hours (2/3 FTE for faculty) in the last twelve months. In the case of parents who both work at the University, the policy would apply to both parents provided each otherwise meets the "eligible employee" criteria. This policy does not apply to temporary employees, student positions, trainees or house staff.

An employee must submit a written request for Parental Leave to their department chair, indicating the dates the leave begins and ends. The Department Chair would submit the request to the Dean, who gives the final approval.

Provided by Carolyn Cochran, Assistant to the Provost, Faculty Personnel on 2/7/07

The Parental Leave Policy can be found at <http://louisville.edu/admin/humanr/policies/parental.htm>. This will take you to the Request for Leave Form at <http://louisville.edu/admin/humanr/forms/leavereq.html>.