

Information

Parental Leave

Effective

November 1, 1995

Number

PER-4.18

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258

Email: askhr@louisville.edu

History

Revision Date(s): January 1, 2011; May 17, 2017 (effective November 30, 2017); December 10, 2021 (minor edits); April 21, 2022; May 2, 2022; June 1, 2022 (minor edits); August 24, 2022 (minor edit); September 9, 2025; April 2, 2026 (minor revision)

Reviewed Date(s): March 9, 2016; May 17, 2017

Categories

Statement:

The university will provide paid Parental Leave for university employees effective November 1, 1995. Eligible employees will receive six weeks of paid parental leave in connection with the birth or adoption of a child of the employee or of the qualifying adult. In accordance with the University's Family and Medical Leave Policy, leave for the birth or placement of a child must take place within 12 months after the event. Leave may begin prior to the birth or adoption. Eligible employees who work for the university during part of the year will not receive parental leave pay for any part of the leave that falls outside the appointment period. Parental leave pay will be at the same rate as the employee is then paid.

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.

Related Information:

[Family and Medical Leave Policy](#) **PER 4.17**

Definitions:

Regarding this policy, an eligible employee is any current university employee who is a regular full-time or regular part-time employee where part-time employee shall be construed as an individual whose appointment status is at least .40 FTE.

Procedures:

Staff members - complete and submit a request for parental leave on the [Request for Leave Form](#) to your supervisor and/or unit head. The request must indicate the days the leave begins and ends.

Faculty members - submit a request for parental leave to your department chair indicating the days the leave begins and ends. The department chair is to report such request to the Dean and Vice President for Academic Affairs or the Executive Vice President for Health Affairs as appropriate.

Administrators - submit a request for parental leave to your supervisor indicating the days the leave begins and ends.

Forms/Online Processes:

[Request for Leave Form](#)