

STAFF CHILD BONDING LEAVE POLICY

Policy:

The addition of a child to a staff member's family, either through birth or adoption, creates legitimate needs and interests of staff members, students and the College. Staff members need time off for the actual birth or adoption, and for bonding after the birth or adoption. They also benefit from the ability to continue to receive income during this time off. The College has adopted this policy to provide staff members with the opportunity to take time off for the birth or adoption of their children and to continue to receive income during this time.

Purpose:

The goal of this policy is to provide non-birthing staff members with paid time off that allows them to accommodate their professional and personal familial obligations as a child is added to the staff member's family.

Scope and Eligibility:

This policy applies to all staff members (non-faculty), who are full-time, benefit-eligible, and who, at the time of the birth or adoption, have completed one year of continuous full time service and are not eligible for short-term disability benefits due to the birth of the child. Staff members must be the legal guardian or parent of the child. Staff members can utilize this policy up to two times within any rolling four-year period. Staff members who fail to comply with the provisions of the policy are not entitled to its benefits.

General Procedures:

As early as practical, a staff member who anticipates leave for a birth or adoption and desires benefits under this policy must contact their supervisor and the Human Resources Department.

Staff Member may take up to 6 weeks of leave. Leave must be taken in consecutive weeks and must be started and completed within the 1st twelve weeks of the birth or adoption. The first week is a waiting period which the staff member can take as unpaid or substitute vacation or PTO. The remaining weeks will be paid at 67%.

Coordination with Other Benefits:

The provisions of this policy will run concurrently with the staff member's right to family and medical leave (FMLA).