

HR_001_V1.0

Paid Parental Leave

Date of Current Revision: September 2022

Primary Responsible Officer: Vice President for Business and CFO



Policy Number:	HR_001_V1.0	Effective Date:	January 18, 2023
Policy Title:	Paid Parental Leave	Revised Date(s):	
Policy Type:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Academic <input type="checkbox"/> Student <input type="checkbox"/> Other: _____	Contact:	Director of Human Resources

Policy Statement

Campbell University provides up to six consecutive weeks of 100% paid parental leave to eligible employees including both mothers and fathers following the birth or adoption of a child.

Purpose:	In order to support parent relationships through its leave policies and programs and to assist employees with balancing work and family matters, Campbell University provides Paid Parental Leave. Paid Parental Leave is intended to provide employees with time and financial support to adjust to the addition of a new family member during the important period immediately following the birth or adoption of a child.
Procedure:	<p>Eligibility</p> <p>Campbell University employees regularly working 30 or more hours per week, who have been employed for the previous twelve (12) consecutive months and have worked for at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) month period, are eligible to apply for Paid Parental Leave. Eligibility requirements must be met as of the last day worked prior to the start of the paid leave. Employees are eligible to receive Paid Parental Leave during the first 12 weeks following the birth or adoption of a child.</p> <p>To ensure accurate and timely payment, the employee should inform their supervisor of their intention to use Paid Parental Leave and submit the leave request to Human Resources at least 30 days in advance of the first day of leave. Human Resources will review the form and confirm eligibility of the request, and then communicate back to the employee and manager. Paid Parental Leave will run concurrently with the associated Family Medical Leave Act (FMLA) leave.</p> <p>The amount of the benefit will be base salary as determined by regularly scheduled hours of work. Payment for Paid Parental Leave will be paid on the staff member's regular payroll dates. Paid Parental Leave is intended to provide a wage replacement benefit for employees while on leave. If an employee on Paid Parental Leave is also eligible for other wage replacement benefits (e.g., disability benefits) during leave, the Paid Parental Leave will supplement the other wage replacement benefit up to 100% of the employee's base pay. In no event will an employee be eligible to receive more than 100% of the employee's base pay while on Paid Parental Leave.</p>

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	<p>Note: If both parents are Campbell University employees that meet the eligibility criteria, each parent is eligible to receive the six-week paid parental leave benefit.</p> <p>Employees who anticipate using parental leave must complete the Paid Parental Leave Request form, and follow the procedures as detailed on that form. Campbell University reserves the right to modify or rescind this policy at any time.</p>
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Scope:	Campbell University employees regularly working 30 or more hours per week, who have been employed for the previous twelve (12) consecutive months and have worked for at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) month period.
Exclusions:	None
Enforcement:	None
Publication:	Employee Manual
Duration:	This policy is in effect until further notice
Review Period:	Reviewed annually or as needed by Human Resources and/or the Vice President for Business and CFO
Definitions:	<p>Employee – faculty and staff members employed directly by Campbell University.</p> <p>Family Medical Leave Act (FMLA) - The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.</p>

SACSCOC:	None
Accreditation:	None
Related Forms, Policies, or Tools:	<p>Campbell University Employee Manual - https://www.campbell.edu/faculty-staff/human-resources/personnel-manual/</p> <p>Paid Parental Leave Request Form - https://www.campbell.edu/faculty-staff/human-resources/forms-for-current-facultystaff/</p>

To determine approval level, please consult your respective Vice President.

Reviewed By:	Gina Calabro University Cabinet	Title:	University Counsel	Date:	June 2022 October 2022
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Approved By:	BoT Executive Committee Board of Trustees	Title:		Date:	November 2022 January 2023
Last Updated By:		Title:		Date:	

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