

Parental Leave

Full-time employees eligible for benefits, who have been actively working for one full year, are eligible for up to six (6) weeks of paid parental leave. Paid parental leave may begin upon the birth or adoption of a child of the employee. Generally, parental leave must be taken together in one block of time (e.g. an employee should take 6 consecutive weeks off work). Parental leave schedules must be approved in advance by the Director of Human Resources and the divisional Vice President by completion of the parental leave application form. This leave must be used within the first year of the child's life. Parental leave is coordinated with family and medical leave and therefore may count toward the employee's allotted 12 weeks of family and medical leave.

The College should be notified as soon as possible of the employee's need for a parental leave and of the specific period during which the employee expects to be absent. If both parents are employed at Denison, the options are: 1) one parent can elect to use the parental leave benefit; or 2) the parents can split the parental leave benefit of six weeks between them.

The scheduling of an unpaid leave of absence, in conjunction with a parental leave, will fall under the provisions of the FMLA leave and/or the College's policy on leave without pay. Scheduling vacation time, in conjunction with a parental leave, will fall under the provisions of the College's policy on vacations.

This policy is effective May 1, 2011. The birth or adoption must take place on or after May 1, 2011. This policy is subject to review, modification, and/or termination by the Board of Trustees.