

 Northeast Ohio MEDICAL UNIVERSITY	Policy No: 3349-xx-xxx
POLICY TITLE: Paid Parental Leave	EFFECTIVE DATE: October 1, 2026
RESPONSIBLE DEPARTMENT: Department of Human Resources	Applies to: All Full-Time University Employees

(A) PURPOSE

To provide guidance on the use of Paid Parental Leave. The University is committed to employment practices that promote the health and welfare of its employees. The University understands that supporting employees as they balance career, childbirth, and family life benefits both the employee and the University. The policy allows for a specified period of paid leave following the birth or adoption of a child.

(B) SCOPE

Unless otherwise specified, this policy applies to all full-time employees who have been employed by the University for one (1) year or more prior to the date on which the parenting leave is to commence. This policy does not apply to part-time employees.

(C) DEFINITIONS

- (1) "Paid parental leave" means a period of paid leave for up to three (3) workweeks or one hundred twenty (120) hours for birth and adoptive parents or following the birth or adoption of a child. This leave must be used within six (6) months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the Executive Director, Human Resources.
- (2) "Adoption expense payment" means the payment of two thousand dollars (\$2,000) for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid parental leave.

(D) BODY OF THE POLICY

- (1) Under the provisions of this policy, the University will provide paid leave, at the employee's current salary, for up to three (3) work weeks or one hundred twenty (120) hours, for pregnancy-related medical reasons, upon hospitalization

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for delivery and/or childbirth, and/or to care for and bond with a newborn or newly adopted child.

- (2) Parental leave runs concurrently with the unpaid leave benefits provided in accordance with the Family and Medical Leave Act ("FMLA"), Policy 3349-07-60, and with the unpaid leave benefits provided in leave of absence without pay, extended childcare (Policy 3349-08-50 of the Academic policies and rules).
- (3) Paid Parental Leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but which also runs concurrently with unpaid leave in accordance with the Family Medical Leave Act (Policy 3349-07-60 of the Academic policies and rules).
- (4) Only one Paid Parental Leave benefit is available per employee, per birth or adoption event. The number of children born (i.e., multiple births) or adopted during the same event does not increase the length of paid leave.
- (5) Employees who attain one year of service while on leave for the purpose of the birth or adoption of a child will be eligible for a pro-rated portion of the Paid Parental Leave.
- (6) When the use of Paid Parental Leave is anticipated, the employee shall provide notice to his or her supervisor and to the Executive Director, Human Resources as far in advance as possible. The employee shall also complete the leave form at that time with anticipated dates of leave.
- (7) The University will maintain all group insurance benefits for a full-time employee who is on approved parental leave. The employee will continue to pay their portion of the insurance benefit contribution.
- (8) Employees on Paid Parental Leave continue to accrue sick and vacation leave.

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- (9) Employees on Paid Parental Leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of parental leave and paid as such.

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REFERENCES

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