



OP-C-7-E1.8 B PAID PARENTAL LEAVE

Responsible Executive: Finance and Administration
Approving Official: President and Vice President for Finance & Administration
Effective Date: August 1, 2021
Revision History: New

I. INTRODUCTION

Paid Parental Leave provides eligible new parents a paid leave of absence to assist in balancing their work and family matters. FSU offers eligible staff employees the option to take one paid leave of absence during their University employment not to exceed six weeks following the birth or placement of a child through adoption occurring on or after August 1, 2021.

II. POLICY (Including any Forms and Attachments)

A. Scope/Eligibility

An A&P, Executive Service, or USPS employee in regular status who has been employed with the University for a consecutive 12-month period and has worked a minimum of 1250 hours in the immediate 12-month period may be eligible for a Paid Parental Leave for up to six weeks of paid leave. No more than once in the course of the employee's employment at the University, eligible employees will be granted the paid leave in the event they become a biological parent or a child is placed in the employee's home for purposes of adoption by the employee. The leave can begin at the date of the birth/placement of the child or up to two weeks prior to the anticipated birth/placement of the child. The beginning date of the leave can be no later than eight weeks after the birth/placement of the child. Part-time employees in regular status may also be eligible for Paid Parental Leave, provided they have been employed with the University for at least one year and met the minimum work hours requirement of 1250 prorated on their full-time equivalency (FTE). Part-time employees will have their paid leave hours prorated based on their FTE not to exceed a total of six weeks of leave. Paid Parental Leave granted to two employees for the same birth or adoption shall not exceed a total six-week period (split between the two employees). Paid Parental Leave must be used consecutively and shall run concurrently with the Family Medical Leave Act (FMLA) and Unpaid Parental Leave periods. Contract and grant funded employees shall be eligible to the extent that such program benefits are permitted by the terms of the contract or grant and the funding agency's rules, and adequate funds are available for this purpose in the contract or grant. Employees hired into a time-limited position or who are employed in the status of Visiting, Emergency, Trainee, or Temporary are excluded. OPS employees are also excluded from this policy.

B. Return to Work Commitment

Employees utilizing the Paid Parental Leave benefit are required to return to the University after the paid leave of absence for a period of six months and must physically work a minimum of 600 hours, or a prorated amount for part-time employees based on FTE, prior to separating from the University. Employees who separate from employment prior to the required six months or who have not met the 600 hours work requirement will be responsible for repaying the full number of paid parental leave hours used during the leave of absence period. The required repayment hours will first be

deducted from the employee's personal leave (sick, vacation, & personal holiday) in accordance with University policy and the employee will be responsible for the remaining balance. The total monetary amount owed to the University will be calculated based on any remaining balance of hours owed, multiplied by the employee's hourly rate. Any agreement to the contrary must be reduced to writing and approved by the Chief Human Resources Officer.

C. Procedures

Employees should request Paid Parental Leave a minimum of three (3) months in advance of the anticipated birth or adoption. A shorter notice period may be allowed on a case-by-case basis, for good cause and/or special circumstances, by the employee's supervisor. The Paid Parental Leave Request Form will include a statement on the Return to Work Commitment, which must be signed by the employee, and approved by their supervisor and department's dean/director. The Office of Human Resources will determine if all eligibility requirements are met and provide final approval. Funding for Paid Parental Leave is charged against the funding source of the appointment.

D. Benefit Status while on Paid Parental Leave

1. State of Florida Benefits
 - a. State of Florida healthcare and basic life insurance premiums will not be impacted.
 - b. Retirement contributions by both the employee and the University will continue.
2. FSU Service Dates
 - a. Employees' continuous service and employment status will not be impacted.
 - b. Employees will continue to accrue their normal annual and sick leave while they are on paid parental leave.

Note: If an employee continues [Unpaid Parental Leave](#) following the Paid Parental Leave period, such benefits may be impacted.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

Board of Governors Regulation BOG-1.001

Board of Trustees Regulation FSU-4.0015

Delegations to the President by the FSU Board of Trustees and by the President to the Vice Presidents

/s/ Name of Approving Official

[Proof of approval retained in file]