



## Ohio Administrative Code

### Rule 3342-6-11.12 Administrative policy regarding paid parental leave for staff who are not in a recognized bargaining unit.

Effective: December 3, 2018

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(A) Purpose. The university will provide paid parental leave to employees to recover from childbirth and/or to care for or bond with a child.

(B) Eligibility. This policy applies to all eligible employees who are not in a recognized bargaining unit.

(1) In order to be eligible for paid parental leave, an employee must have become a new parent as a birth mother, birth father, an adoptive parent, foster care parent with legal custody or guardianship, or domestic partner.

(2) Normally, an employee must have completed at least one full year of full-time service prior to the date paid parental leave is to commence. However, an employee that attains one full year of full-time service while on leave for the purpose of the birth of a child, the adoption of a child, or fostering of a child will be eligible for a pro-rated portion of paid parental leave. One paid parental leave benefit is available per employee, per birth, adoption, or foster care placement event. The number of children involved does not increase the length of paid parental leave granted for the event.

(3) Eligible parents who are both employed with the university are individually entitled to use paid parental leave.

(4) There shall be no limit placed on the age of a newly adopted or foster care child for purposes of eligibility to utilize paid parental leave.

(C) Procedures.

(1) Paid parental leave is paid at one hundred per cent of the employees regular base rate of compensation at the time leave is taken.



(2) An employee will be eligible for six weeks of paid parental leave when a new parent as a birth mother, birth father, an adoptive parent, foster care parent with legal custody or guardianship, or domestic partner for the purpose of caring for and bonding with a newborn, newly adopted child, or newly fostered child.

(3) An employee must provide the university with at least thirty days advance written notice of intent to use paid parental leave unless such notice is not practicable, in which case the employee must give notice as soon as practicable.

(4) An additional six weeks of sick leave either from the employees own accumulated total sick leave and/or vacation or time transferred to the employee from donated leave that is donated in accordance with rule 3342-6-11.4 of the Administrative Code, may be used to supplement the paid parental leave benefit so that the parent is able to maintain income the entire twelve weeks of FMLA eligibility following childbirth, adoption, or foster care placement, for the purpose of recovery from childbirth, and bonding.

(5) An eligible employee who elects to utilize paid parental leave must utilize this leave time immediately following the recovery from birth and or to care for or bond with the child. An employee must exhaust paid parental leave and accrued sick and vacation leave prior to using any unpaid leave to which they may be entitled.

(6) Paid parental leave shall run concurrently with FMLA and be calculated using the same twelve month rolling period as provided in rule 3342-6-11.11 of the Administrative Code.

Paid parental leave will ordinarily be used on a continuous leave basis, but may be used intermittently subject to the same requirements, including the universitys approval, as provided by rule 3342-6-11.11 of the Administrative Code.

(7) Paid parental leave should generally commence following the birth, adoption or foster care placement, but in some instances may occur prior to the event when deemed medically necessary or when needed to fulfill the legal requirements for an adoption or foster placement, provided all eligibility requirements are met.



(8) Paid parental leave shall be used during the twelve weeks immediately following the birth, adoption or foster care placement. Exceptions will be considered on a case-by-case basis and the employees request is subject to approval by the vice president of human resources or their designee.

(9) An employee who uses paid parental leave is required to return to full-time work for at least one full year following the conclusion of the paid parental leave. If the employee does not fulfill this obligation, he/she must reimburse the University for the compensation that he/she received during the leave. This requirement may be waived if the employee is unable to return to work due to a disabling medical condition, to care for a newborn with a serious medical condition(s), or other circumstances beyond the employees control.

(10) During the period the employee is using paid parental leave, there shall be no accrual of sick leave and/or vacation.

(11) Paid parental leave is a benefit of employment and its use shall not have a negative impact of the employees evaluation, promotion or employment status.

(12) The length of continuous leave, whether paid or unpaid, taken for reasons of an employee being a parent as described in this policy, shall not in any event exceed the length allowed under that applicable administrative policy which provides for the longest maximum period of parental or child care leave.