



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Paid Parental Leave Policy & Procedure	Benefit Eligible Faculty & Administrative Non-Union Employees	Provides eligible employees with the University's policy regarding paid time off for parental leave	7/1/24	Vice President Human Resources & Organizational Development	3

The University recognizes that without the support of a skilled, diverse and motivated workforce, the University will not be able to achieve its strategic goals in meeting the needs of its students. In the interest of attracting and engaging high performing employees, the University offers a progressive and family friendly paid parental leave policy for faculty and non-union staff (hereinafter "employees"). The University recognizes the value of providing a policy which supports the employee at home as well as work.

Category	Paid (Y/N)	Amount of Time	Detail
Birth Mother (administrative non-union staff)	Yes	<ul style="list-style-type: none"> 12 weeks of paid time off 	<ul style="list-style-type: none"> 3 months, or 12 weeks, of paid time off from the birth of a child, or in the case of multiples, children. If medical documentation indicates the employee will be disabled beyond this 3 month, or 12-week paid leave period, the employee may be eligible for continuation of pay based on the University's Medical Leave of Absence Policy. The supporting documentation requesting additional time must be provided by the employee's treatment provider to MedLeave Solutions. Birth mother is also eligible for paid bonding leave with the newborn as indicated below.
Parental Leave; Birth Mother Bonding Time	Yes	4 weeks	<ul style="list-style-type: none"> This bonding leave is in addition to the pregnancy leave policy referenced above. Employees who are ineligible for pregnancy leave because they do not have 3 months of service, are still eligible to receive 4 weeks of paid time to bond with their newborn. Additionally, they may be eligible for paid time off based on the length of service requirement under the Medical Leave of Absence Policy. Paid bonding time of 4 weeks cannot be taken intermittently and must be taken immediately after the birth.
Parental Leave; Non-Birth Mother Bonding (i.e., birth by surrogate, father)	Yes	4 weeks	<ul style="list-style-type: none"> Leave must be taken within 6 months of the birth of the child in one continuous period. Paid bonding time cannot be taken intermittently.
Parental Leave; Bonding time for the adoption of a child or placement of a foster child in your home	Yes	4 weeks	<ul style="list-style-type: none"> Leave must be taken within 6 months of the adoption or placement of foster child in one continuous period. Applies to adoption of a child, or placement of a foster child, under the age of eighteen (18), or a newly adopted child or placed foster child under the age of twenty-three (23) if that child has an intellectual disability, or is a person with a disability.

This document is a summary of a University policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the University's full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the University. This policy/procedure is not intended to alter or modify any of the terms of any collective bargaining agreement or the Faculty Handbook.

Additionally, the following provisions will apply:

- Employees interested in this benefit must contact MedLeave Solutions, as this leave runs concurrently with FMLA. Employees can access information about MedLeave [here](#). The University will require medical documentation and any other required substantiation to validate any claim for disability benefits under the Pregnancy Leave Policy, and the Medical Leave of Absence Policy, and for any of the leaves stipulated in this policy.
- Administrative non-union employees are expected to give their supervisor as much notice as is reasonably possible in advance of taking this leave.
- When possible, faculty members should provide advanced notice, at least 3 months, to their department Chair and Dean prior to the start of this leave. This is necessary so that arrangements may be made to find coverage for the faculty members' responsibilities.
- Faculty members interested in this benefit may find that a reduced course load may better meet their personal and professional needs versus paid parental leave under this policy. Faculty are encouraged to discuss this option with their chair and dean. If the faculty member decides to take a reduced workload in lieu of this 4-week paid parental leave they should notify MedLeave of that decision.
- Paid leave will not be available for periods in which the employee would otherwise not have worked. For example, if the faculty member is on a 9-month contract, they are ineligible for paid leave during the 3-months of summer.
- If an employee has a multiple birth (i.e., twins, triplets) it does not increase the length of the paid parental leave under this policy nor does it increase the amount of paid time provided under the Pregnancy Leave Policy.
- This leave cannot be used on an intermittent basis.
- In all instances, and in conjunction with the manager/supervisor, the employee may extend the periods described above with accrued and unused vacation time.
- If two employees of the University are the parents of the same child, each employee is eligible to receive paid leave under this University Policy, but the leaves cannot be taken at the same time if in the same department.

NOTE: Federal and Connecticut FMLA leave, and any other leaves required by law, will run concurrently with the paid leaves to the extent the employee is eligible for leave under those laws. Nothing in this policy is intended to circumvent any of the provisions of state and/or federal FMLA provisions. Additionally, employees may be eligible for paid leave under the Connecticut Paid Leave Act. Information regarding the CT Paid Family Leave can be found [here](#).