

Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 304

Parental Leave

RESPONSIBLE OFFICE

Human Resources

304 Parental Leave

304.1 Definition

Parental Leave provides eligible employees with an authorized absence from work for the purpose of giving birth; for the purpose of adopting a child under the age of 18 or under the age of 23, if the child is mentally or physically disabled; or for the placement of the child with an employee pursuant to a court order.

304.2 Eligibility

All regular, full-time employees or regular, part-time employees scheduled to work at least 50 percent of the regularly scheduled workweek are eligible for Parental Leave after completing three (3) months of continuous service.

304.3 Length of Leave

Eligible employees are entitled to a Parental Leave of eight (8) weeks per child. Leaves extending beyond eight (8) weeks are discussed in Section 304.4. If both parents are University employees, they are only entitled to a total of eight (8) weeks of Parental Leave for the birth, adoption, or placement of the same child. Leaves for the birth or adoption of a child may also be covered concurrently by the Family Medical Leave Act. (Refer to [Section 312](#), Family and Medical Leave.)

304.4 Authorized Absences Beyond Parental Leave

For requests for an authorized absence beyond the eight (8) weeks of Parental Leave, please refer to policies:

- 301 [Vacation Leave](#)
- 302 [Sick Leave](#)
- 314 [Leave of Absence – Medical \(unpaid\)](#)
- 315 [Leave of Absence – Personal \(unpaid\)](#)

304.5 Compensation and Benefits

Employees on Parental Leave must apply their accrued paid absences to cover their leave. Upon exhaustion of paid absences, the balance of the leave will be taken as unpaid.

Childbirth: Sick time may be applied for both parents. Upon exhaustion of sick time, Vacation, Compensatory or Personal Days will be applied.

Adoption: (For a healthy child) Vacation, Compensatory or Personal Days will be applied.

Court Ordered Placement: (For a healthy child) Vacation, Compensatory or Personal Days will be applied.

Employees maintain their normal pay and benefits during all portions of a Parental Leave that are taken as paid absences, i.e., charged to Sick Leave, Vacation Leave, Personal Days, or Compensatory Time Off.

While on an unpaid Parental Leave or Short-Term Disability, employees are eligible to participate in the benefit plans as described in the Faculty and Staff Benefits Handbook. These

benefits include, but are not limited to the Health and Dental Plans, Disability Plan, Survivor Benefits, Retirement Plans, and the Tuition Remission Plan.

Vacation and Sick Leave Accruals—Employees do not accrue Vacation Leave or Sick Leave while on an unpaid Parental Leave.

Holidays—Employees on an unpaid Parental Leave are not eligible for holiday benefits when a holiday falls within the period of the leave.

Intersession—Employees on an unpaid Parental Leave are not eligible for compensation during Intersession if an Intersession closing is declared and falls within the period of the leave.

Emergency Closings – Employees on Parental Leave are not eligible for emergency closing pay.

304.6 Requests and Approvals

Employees must submit a Boston University Staff Request for Leave form to the HR Service Center and notify their immediate supervisor of their request at least two (2) weeks in advance of the desired time off. Copies of this form are available on the Human Resources website or may be obtained by contacting the HR Service Center.

Human Resources will be responsible for approving Parental Leave and for notifying the employee in writing regarding the conditions and terms of the leave. The two (2) week requirement may be shortened in emergency situations. Employee requests must specify the requested start and end dates of the leave period.

304.7 Conditions of Returning to Work

Employees who conclude their Parental Leave within eight (8) weeks are entitled to return to the same or similar position without loss of the employment benefits for which they were eligible on the date that Parental Leave commenced. Except as otherwise provided in this Handbook, employees on an unpaid leave of absence for a period of between eight (8) weeks and six (6) months, shall receive every reasonable consideration by the University in returning to their original position or to a position of like responsibility and pay; however, the University cannot guarantee re-employment.

Employees on Parental Leave are expected to give their supervisor written notification of their

intent to return to work. Notification must be received at least two (2) weeks in advance of the expected return date. An employee who fails to return to work by the expected return date will be considered to have abandoned their position from the University.

304.8 Related Policies

- 301 [Vacation Leave](#)
- 302 [Sick Leave](#)
- 303 [Personal Days](#)
- 309 [Compensatory Time Off](#)
- 312 [Family and Medical Leave \(FMLA\)](#)
- 313 [Unpaid Time Off](#)
- 314 [Leave of Absence—Medical \(unpaid\)](#)
- 315 [Leave of Absence—Personal \(unpaid\)](#)

[318 Paid Family and Medical Leave](#) – effective January 1, 2021

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
 - [301 Vacation Leave](#)
 - [302 Sick Leave](#)
 - [303 Personal Days](#)
 - [309 Compensatory Time Off](#)
 - [310 Intersession Closings](#)
 - [312 Family and Medical Leave \(FMLA\)](#)
 - [313 Unpaid Time Off](#)
 - [314 Leave of Absence – Medical \(Unpaid\)](#)
 - [315 Leave of Absence – Personal \(Unpaid\)](#)
 - [318 Paid Family and Medical Leave](#) – effective January 1, 2021
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website
 - [Leaves of Absence](#)

Categories: Employment, Non-Represented Staff Keywords: allow, Employee Handbook, leave, parental, parental leave, permit