PARENTAL LEAVE POLICY

POLICY

In order to assist and support new parent relationships through its leave policies and programs and to assist with balancing work and family matters, Sherman College of Chiropractic is providing Paid Parental Leave. This policy provides eligible employees with a period of paid time off for activities related to childbirth, to care for a newborn child, and to care for a newly adopted child.

Definitions

Eligibility: A parent who would be eligible for and is approved for FMLA leave under the College's FMLA policy based on the birth of a child or the initial placement with the employee of a child for adoption, is also eligible for Paid Parental Leave under this policy. The employee must meet all other eligibility requirements under the FMLA policy, including, but not limited to 12 months of consecutive employment and 1,250 hours worked in the prior 12 month period. Please refer to the College's FMLA policy for additional details. Paid parental leave will run concurrently with any approved FMLA leave.

Exceptions: This Paid Parental Leave policy does not apply to employees who are not also eligible for FMLA leave. This Paid Parental Leave policy does not apply to an FMLA leave that is based on a serious health condition or placement in foster care, but is limited to FMLA leaves related to the birth of a child or placement with the employee of a child for adoption. This paid parental leave policy does not apply to an individual that adopts a spouse or partner's child(ren). This benefit is also not available to employees who regularly work less than 30 hours per week.

Benefits: Eligible employees will receive up to a maximum of **2 consecutive weeks** of paid leave in any 12-month period. The amount of the benefit will be 100 percent of base salary determined by regularly scheduled hours of work. The 12-month period is measured using the same method used for leaves taken under the College's FMLA policy. Paid parental leave under this policy must be taken consecutively within the first 12 weeks following the birth or adoption of a child.

PROCEDURE

To apply for Paid Parental Leave, employee must complete the **Parental Leave Request Form** and submit to the Director of Human Resources at least 30 days in advance of leave. The employee must confirm actual dates of leave to Director of Human Resources within seven (7) days of birth or adoption.