

Supplemental Paid Parental Leave

Eligibility – All benefit eligible staff with at least one year service.

The University is committed to supporting staff with supplemental parental leave for eligible employees who temporarily relinquish their duties following childbirth, adoption or the state placement of a foster child in their home. This policy is designed to provide a reasonable and fair period of paid leave to such employees.

Eight (8) weeks of paid parental leave for the mother, father, same sex domestic partner, adoptive or foster parent to care for and bond with a newborn, newly adopted or newly placed foster child, within 12 months of the birth, adoption or state placement of a child.

- A. Paid Parental Leave should generally commence following the birth or adoption of a child, but in some instances, may occur prior to the event when deemed medically necessary or when requisite to fulfill the legal requirements for an adoption, provided all eligibility requirements are met.
- B. Paid Parental Leave will run concurrently with FMLA leave. If the amount of FMLA leave available is less than the amount of Paid Parental Leave to be taken, Paid Parental Leave will still be granted as specified in this policy, without regard to the existence of the individual's available FMLA leave.
- C. Paid Parental Leave must be used consecutively.
- D. Paid Parental Leave shall be exhausted prior to the use of Vacation Leave when such leave is requested for the purpose of a birth or adoption event.
- E. Paid Parental Leave shall be exhausted prior to the use of Unpaid Leave.
- F. One Paid Parental Leave benefit is available per employee, per birth or adoption or placement event. The number of children involved does not increase the length of Paid Parental Leave granted for that event. Should both parents be University of Richmond employees, the maximum Paid Parental Leave available to the couple is eight (8) weeks.