

Randolph College Policy Proposal/Revision Cover Sheet

(Text will re-size as you type)

POLICY NAME	PROPOSAL TYPE	NAME OF LEAD POLICY DRAFTER
	New policy	
	Revision to existing policy	
	Substantive	OTHER INDIVIDUALS INVOLVED
BRIEF POLICY DESCRIPTION	Minor	
	Editorial	
	Retirement of existing policy	
	POLICY TYPE	
	Standalone	SUBMISSION DATE
	Part of Larger Policy Document:	
		DESIRED IMPLEMENTATION DATE
	RESPONSIBLE DEPARTMENT OR OFFICE	

BRIEF RATIONALE FOR POLICY

List any external mandates, regulations, accreditation factors, etc.

OTHER DEPARTMENTS OR OFFICES OF THE COLLEGE IMPACTED

CURRENT POLICIES IMPACTED BY, OVERLAPPING, OR IN POSSIBLE CONFLICT WITH THIS ONE

RESOURCES NECESSARY FOR IMPLEMENTATION

Include necessary training as well as operational costs

APPROVALS

By entering a Name and Approval Date below, you attest that you have forwarded written approval from the following parties.

Approving Party	Name	Approval Date
Director, Coordinator, or Department Chair (if other than policy drafter)		
President’s Leadership Team Member		
PLT as a Whole — the above PLT member may communicate approval		
President of the College — the President or Steve Willis may communicate approval		
Board of Trustees (if applicable) — Steve Willis may communicate approval		

Randolph College Parental Leave Policy

Policy Author:	Person Responsible for Policy Implementation:	Affected Parties or Offices:
Melissa Meador, Alex Southworth-Molchan	Melissa Meador	Employees
Approval Date:	Effective Date:	Date of Five-Year Review:
4/24/24	4/24/24	5/1/2029

Part I: Policy Text

Policy Text

Background

This policy establishes paid parental leave to recognize the benefits to employees and their families of meaningful bonding time upon the birth or placement of a child/children. This paid leave enhances the already established family-friendly practices and provides an additional talent acquisition and retention tool that supports a diverse, capable, and engaged workforce.

Purpose

The purpose of this policy is to provide benefit-eligible employees up to **eight (8) weeks (320 hours) of paid parental leave to be used within twelve (12) months** of the birth, care for, and bond of an infant or adoptive, foster, or custodial placement of a child/children under the age of eighteen (18).

Eligibility

This policy applies to all benefit eligible employees who become parents via birth, adoption, or foster or custodial care and meet the following criteria:

- Employee is in a full-time, quasi-full-time, or part-time (works a minimum of 1,365 hours annually or averages 30 hours per week) position upon the birth or placement of the child/children.
- Employee must be eligible for Family and Medical Leave (FML):
 - Must have been employed by the College for a minimum of twelve months, and
 - Must have worked for at least 1,250 hours in the previous 12-month period.

Eligibility determinations are made as of the date that the child/children is (are) born or placed via adoption, foster, or custodial care.

An employee who is not eligible for parental leave on the date of birth or placement may become eligible during the following six (6) months and access parental leave once he/she meets the eligibility requirements.

If both parents work for the College and meet the eligibility criteria, each is entitled to up to 320 hours of parental leave.

Leave Usage

Eligible full-time employees are to receive up to eight (8) weeks (320 hours) of paid parental leave to be used within twelve (12) months of the birth/placement of a child/children for any one or more of the following reasons:

- To give birth to, care for, and bond with a newborn child/children.
- To care for and bond with a child/children placed with the employee through adoption or foster care, or a legal custodial arrangement.
- To supplement reduced income replacement disability benefits following the birth of an infant(s).

Eligible employees may take up to eight (8) weeks of parental leave for the reasons listed above. Hours taken will be counted on a pro-rated basis corresponding to the percentage of hours they normally are scheduled to work.

- Parental leave must be used within twelve months of the birth of an infant or placement of a child/children.
 - Eligible employees may charge parental leave for one continuous period of time.
 - Employees may request intermittent use of parental leave subject to supervisor and HR approval.
 - The 320 hours of parental leave may be used only once per child/children and only once within a 12-month period.
 - Unused parental leave is forfeited twelve (12) months from the date of the birth/placement.
 - Parental leave terminates at the conclusion of the foster or custodial care placement or within twelve (12) months of the placement, whichever comes first.

FML Job Protection:

Employees using paid parental leave are afforded the remaining job protection under FML for an absence up to a total of twelve (12) weeks (480 hours). Employees will be charged paid or unpaid leave to cover the additional absence.

Employee Responsibilities:

Employees should submit a written request for parental leave at least thirty (30) calendar days prior to the anticipated leave begin date or as soon as practicable. An employee must comply with the College leave request procedures. Failure to do so may be grounds for delaying or denying an employee's approval for parental leave.

College Actions:

The College may require documentation of the birth or placement in order to approve parental leave. Official documents that will be considered, but may not be limited to, are a report of birth, a birth certificate, an order of parentage, an adoption order, certified DNA test results, a custody order, and a foster care placement agreement. Documents provided should show the date of birth and date of placement if the placement was other than the date of birth.

Upon receiving a request for parental leave and documentation of the birth or placement, the College must notify the employee of his or her eligibility status within five (5) business days. Paid parental leave is designated as Family and Medical Leave (FML) and runs concurrently with the FML period.

Part II: Auxiliary Information

Definition of specialized terms and unique usages

Glossary

- **Adoption** – The act of legally and permanently assuming the responsibility of raising a child/**children** as one's own.
- **Child/Children** – A newborn biological child/children or a newly-placed adopted, foster, or custodial child/children under the age of eighteen.
- **Custodial Care** – A placement authorized by a judgment, decree, or other order of a court providing for the legal and physical custody of a child/children.
- **Foster Care** – The act of temporarily assuming the responsibility of daily care and supervision for a child/children removed from his or her birth family home due to issues endangering their health and/or safety. Parental leave may be used for temporary arrangements made through local departments of social services with the intent of reuniting the child/children with his/her birth family if possible. Parent – Legally recognized biological, adoptive, foster, or custodial parent.
- **Quasi Full-Time Salaried Employee** – : Quasi full-time employees work 30 - 39.9 hours per week for 12 months per year or work 40 hours per week for 9, 10, or 11 consecutive months per year.

Composition of new committees

N/A

Exceptions to the policy and details of the process for granting exceptions

N/A

External reporting requirements and timetable for reporting

N/A

Process for five-year policy review

Circulate this policy to Director of HR, VPFA, and FRC Chair every five years.