



# UNIVERSITY OF RICHMOND

## Policy Manual

---

<b>Policy #:</b>	HRM-2011	<b>Policy Title:</b>	Parental Leave Policy
<b>Effective:</b>	01/01/2025	<b>Responsible Office:</b>	Human Resources
<b>Date Approved:</b>	11/12/2024	<b>Approval:</b>	University President
<b>Replaces Policy Dated:</b>	July 12, 2024	<b>Responsible University Official:</b>	Chief Human Resources Officer

---

### PURPOSE:

In recognition of the University’s commitment to the welfare of its employees and their families, this Parental Leave Policy provides paid time off for eligible staff and faculty who temporarily take leave for the opportunity to care for and bond with a new child following childbirth, adoption, or state placement of a foster child in their home.

---

### SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

---

### POLICY STATEMENT:

As outlined in this policy, the University of Richmond provides parental leave to employees 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; or when required to fulfill the legal requirements for an adoption.

Parental leave does not apply to situations in which there has been a change in status of legal custody that is not also accompanied by an adoption, birth, or foster placement.

# HRM-2011 – Parental Leave Policy

---

## Eligibility

Eligible staff and faculty include the mother, father, adoptive parent, or foster parent following the birth, adoption, or new placement of a foster child.

### Eligible staff:

Full-time benefit-eligible staff that have at least one calendar year of full-time service

### Eligible faculty:

- Tenured faculty
- Tenure track faculty, who have greater than one (1) academic year of service at the University
- Faculty on fixed-term appointments of two or more years, who have greater than one (1) academic year of service at the University; and
- Faculty on continuing appointments, including teaching faculty and clinical faculty, who have greater than one (1) academic year of service at the University

## Duration of Parental Leave

### Staff

- Parental leave provides eight-weeks (40 days) of paid leave within twelve (12) months of the birth, adoption, or state placement of a child. The leave must be used in one span of time.
- Birth mothers will apply for both Short Term Disability (STD) and Family Medical Leave (FMLA). Short Term Disability and Family Medical Leave (FMLA) will run concurrently. Parental leave will normally begin immediately following any short-term disability due to birth (STD typically 6-8 weeks) unless the employee is not eligible for parental leave at the time of birth. In such case the employee would take parental leave once eligible, but within twelve (12) months of the birth, adoption, or state placement of a child.
- Leave would be used in the following order for birth mothers:
  - Available sick/vacation leave must be used during STD elimination period (14 days – usually 10 workdays)
  - If STD is approved, employees may choose to use sick leave and vacation while on STD to continue pay at 100%, otherwise, STD will pay at 66 2/3%.  
Once STD ends birth mothers may take parental leave immediately or at a later point but must take parental leave within twelve (12) months of the birth, and the parental leave must be used in one span of time.
- Parental Leave is inclusive of all University holidays.

### Faculty

- Faculty may receive one (1) full fall or spring semester of paid leave within twelve (12) months of the birth, adoption, or state placement of a child.
- Birth mothers:
  - apply for Short Term Disability (STD) & Family Medical Leave (FML) at the time of birth. Short Term Disability and Family Medical Leave (FMLA) will run concurrently. The request for Parental Leave will typically be for the dates of the semester following the birth.

If parental leave is requested in the semester of the anticipated birth, the birth mother will still apply for STD and FMLA upon birth and the parental leave will run concurrently with STD and FMLA.

# HRM-2011 – Parental Leave Policy

---

## Notice

- Staff and Faculty should provide the University with advance written notice of the intent to take parental leave as soon as practicable.

## Additional Information

- If both parents are eligible University employees, they will each receive the maximum paid parental leave for a staff and/or faculty member. They do not have to share the time.
- One paid parental leave benefit is available per employee, per birth, adoption, or placement event. The number of children involved does not increase the length of paid parental leave granted for that event.
- While on parental leave, the staff or faculty may not work secondary jobs at the University
- While on paid parental leave, staff continue to accrue sick and vacation time

For all staff and faculty, parental leave runs concurrently with leave afforded by the Family Medical Leave Act (FMLA). If the amount of FMLA leave available is less than the amount of paid parental leave, paid parental leave will be granted as specified in this policy.

- Birth mothers must apply for FMLA and Short-Term Disability
- Mothers who are adopting or fostering must file for FMLA
- Fathers must file for FMLA

For instructions on how to apply please see the Human Resources website.

## Return to Work

An employee shall notify the University in writing, as soon as reasonably possible, if they will not be returning from leave as planned.

## Medical Insurance Continuation

Employee benefits will continue while on paid parental leave. If the employee fails to return at the end of the approved period of leave, then they may be liable to the University for the Employer's share of the benefit premiums that the University paid during the approved period of leave.

## POLICY BACKGROUND

---

Policy for staff and faculty combined and updated effective January 1, 2025. Policy was reviewed by President's Cabinet and Academic Cabinet prior to approval on November 12, 2024.

### Staff parental Leave policy:

Established July 1, 2009 following review by President's Cabinet and Deans.

Updated September 9, 2016

Revised in January 2019 following review by President's Cabinet and Deans

Non-substantive revisions February 13, 2023

Revised July 12, 2024, following review by President's Cabinet and Deans

# HRM-2011 – Parental Leave Policy

---

## Faculty Parental Leave policy:

Established July 1, 2009 following review by President's Cabinet and Deans

Policy updated February 13, 2013

Non-substantive changes February 13 and December 3, 2023

Revised July 12, 2024, following review by President's Cabinet and Deans

## **POLICY CONTACTS:**

---

Chief Human Resources Officer