



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2002	Policy Title:	Staff Parental Leave Policy
Effective:	07/12/2024	Responsible Office:	Human Resources
Date Approved:	07/12/2024	Approval:	University President
Replaces Policy Dated:	09/09/2016	Responsible University Official:	Chief Human Resources Officer

PURPOSE:

The University is committed to supporting employees 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.

SCOPE:

This policy applies to the University of Richmond Employees 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.

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POLICY STATEMENT:

HRM-2002.1 – Policy

Eight weeks of paid parental leave are allowed for the mother, father, adoptive parent, 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. The eight weeks of paid parental leave include any holidays during that time, with the exception of the University's winter break.

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This leave is available to full-time staff with at least one year of full-time service at the University at the time of the event (birth, adoption, etc.). You may download the form [here](#).

- Paid parental leave should generally commence following the birth, adoption, or placement of a child, but in some instances, may occur prior to the event when deemed medically necessary or when it is requisite to fulfill the legal requirements for an adoption, provided all eligibility requirements are met. Employees may be asked to provide a birth certificate, adoption agreement, or court papers. Paid parental leave must be the first leave used for the birth, adoption, or placement of a child.
- Paid parental leave will run concurrently with Family and Medical Leave Act 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.
- Paid parental leave must be used consecutively.
- Paid parental leave shall be exhausted prior to the use of vacation or sick leave when such leave is requested for the purpose of a birth or adoption event. (Sick leave may only be used after parental leave if a doctor has certified that an employee may not return to work due to medical reasons).
- Paid parental leave shall be exhausted prior to the use of unpaid leave.
- 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.
- Should both parents be University employees, the maximum paid parental leave available to the couple is eight weeks.
- While on parental leave the employee may not work secondary jobs at the University.
- If an employee does not return to work after parental leave and give proper advance notice (two weeks) they may be responsible for reimbursing the University full payment for compensation paid while on leave.

HRM-2002.2 – Applicable Regulations & Accreditation Standards

Family and Medical Leave Act (FMLA) of 1993

RELATED POLICIES:

Sick Leave Policy

FMLA Policy

POLICY BACKGROUND:

This policy was last updated on September 9, 2016

This policy was reviewed by President's Cabinet and the Deans prior to approval of original policy which became effective July 1, 2009.

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Revisions in January 2019 reviewed by President’s Cabinet and Academic Cabinet prior to approval by the Executive Vice President and Chief Operating Officer.

Non-substantive revisions made on February 13, 2023

Policy updated on July 12, 2024

POLICY CONTACTS:

Chief Human Resources Officer