

PARENTAL LEAVE- STAFF EMPLOYEES

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

PROGRAM SUMMARY

A two week paid leave will be granted upon the birth of a child and will also be granted upon either the initial placement of or legal adoption of any child under 18 years of age.

ELIGIBILITY REQUIREMENTS

Employees who have been employed for six continuous months or more in appointments eligible to earn cumulative sick leave are eligible for Parental Leave.

LEAVE PROVISIONS

Two weeks paid parental leave will be limited to one leave per year. A year is defined as a twelve-month, academic appointment year.

Parental Leave must be taken in full immediately following birth or immediately following the child's release from a health care facility to the home. In the case of adoption, Parental Leave may be taken either at the time of initial placement or at the time of legal adoption of the child.

Parental Leave cannot be taken on an intermittent or reduced leave schedule for a period lasting longer than two weeks. Parental Leave is automatically counted toward the twelve week entitlement under the Family and Medical Leave policy for eligible employees.

An employee normally shall be required to reimburse the University for the cost of wages paid during Parental Leave if he or she resigns employment before or at the expiration of the approved leave of absence.

EFFECTIVE DATE OF PROGRAM

The Parental Leave program is effective for births or adoptions that occur on or after July 1, 1997.

REQUIREMENTS

There is no application form for parental leave other than that used for Family and Medical Leave (FMLA) leave. As with any leave, employees should communicate as soon as practicable with their units regarding the timing of the proposed leave. Arrangements for the leave are coordinated within the employee's unit. Consistent with the FMLA policy, units may request documentation of the birth or adoption.