

CAMERON UNIVERSITY

Paid Parental Leave Policy

Policy Statement

Cameron University has established the Paid Parental Leave Policy to protect against loss of earnings for absences due to the birth and care of a newborn child or the placement of a child for adoption or foster care and to care for the newly placed child.

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Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Directors

Faculty
Other Accounting/Finance Personnel
All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Business and Finance

Procedure

STATEMENT OF PURPOSE: Promote a family friendly work culture by implementing a Paid Parental Leave Policy that runs concurrently with the Family and Medical Leave Act (FMLA).

1.0 Benefit

One week (40 hours) of paid parental leave for the birth and care of a newborn child, or the placement of a child for adoption or foster care and to care for the newly placed child. The leave time will not be deducted from existing leave sources (sick or annual).

2.0 Eligibility Requirements

- Must be a full-time benefited employee
- Must be employed for one year at time of leave
- Must be eligible for FMLA

3.0 Stipulations

- Only one occurrence of parental leave in a calendar year.
- In accordance with the employee handbook, other available leave balances may be used when the paid parental leave is exhausted.
- If an employee does not return to work for a period of 30 days following FMLA, the employee must reimburse the University for the paid parental leave.

Contacts

Policy Questions: Director of Human Resources, (580) 581-2245

Forms

In support of this policy, the following forms are included:
NA (completion of FMLA forms are required)

Policy History

Policy

Issue Date: April 21, 2020

Reviewed, no revision:

Revised: