

## **Parental Leave Policy**

Full-time employees are eligible for parental leave upon the arrival of a new child into an employee's household.

## **Parental Leave Procedure**

Full-time staff employees will be granted up to ten (10) paid days upon the arrival of a new child into an employee's household in form of a new baby or adoption whether by natural childbirth, legally adopted child, or a child who has been placed under the legal guardianship or foster care of the employee. For adoption or placement, the child must be 17 years old or younger. The arrival of the child into the employee's household must occur while the employee is actively a full-time employee.

Employees are eligible to start this leave within 90 days of the child's date of birth or placement. Parental leave shall be used consecutively.

Employees shall provide a 30 day notice (or as much notice as practicable if the leave is not foreseeable) to Human Resources to receive this leave.

This leave works in conjunction with other policies and benefits, the Family and Medical Leave Act (FMLA), applicable state and local laws, and the Americans with Disabilities Act.

Employees are not compensated for leave for parental leave upon termination from employment.

The College President recommends approval of the Parental Leave Policy effective 7/1/24.