

**Parental Leave Policy**

(for Administrators, Staff and Maintenance & Operations employees)

The College will grant a paid leave of absence to male and female employees for the purpose of spending time with the employee's new child resulting from childbirth or adoption. The leave is not to exceed four weeks (prorated for employees who are 50% time or greater) which may be taken on a part-time basis and must be used within six months of the date of birth or adoption of the new child. The leave will be granted in addition to the College's maternity leave policy (for birth mothers). Typically, the combination of the maternity leave and parental leave would result in a total of 10 to 12 weeks of time off, depending on the period of disability, for a woman who has given birth. Employees anticipating the birth or adoption of a child must plan their leave in consultation with their supervisor and should direct any questions to Human Resources, ext. 4688.

**Parental Leave Request**

Name \_\_\_\_\_ Department \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Start date of leave: \_\_\_\_\_ Return to work date: \_\_\_\_\_

This leave will be taken on a  Full time  Part time basis.

If part time, please indicate the leave schedule: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_