Parental Leave

A. Policy Statement

The University of Texas at El Paso provides up to twelve (12) weeks of unpaid parental leave for those employees who are ineligible for family and medical leave coverage for the birth of a natural child or for the adoption or foster care placement of children under three (3) years of age.

B. Scope

This policy applies to any employee who is appointed to work at least twenty (20) hours per week for a period of at least four and one-half (4 1/2) continuous months. For purposes of this policy, faculty must be appointed for at least fifty (50%) time for at least four and one-half (4 1/2) continuous months. Students employed in positions that require student status as a condition of employment are not covered by this policy.

C. Applicability

Eligible employees with less than twelve (12) months of state service or less than 1,250 hours of work in the twelve (12) months immediately preceding the start of leave are entitled to parental leave not to exceed twelve (12) weeks or 480 hours.

D. Qualified Purposes

Parental leave is available to eligible employees for the following reasons:

* The birth of a natural child, or
* The adoption or foster care placement of a child under three (3) years of age.

E. Commencement and Coverage Duration

The leave period begins with the date of birth or the adoption or foster care placement and can last up to twelve (12) weeks.

F. Concurrent Use of Paid Leave

Employees are required to use all accrued and available annual leave, floating holiday, and sick leave when applicable, while taking parental leave.
If the employees become eligible during the parental leave for family and medical leave, then the employee will be placed on family and medical leave for the remainder of the leave.

The period the employee is placed on parental leave will count toward the twelve (12) weeks of family and medical leave. (See Family and Medical Leave Policy.)

G. Use of Sick Leave

Sick leave may be used in conjunction with parental leave only in accordance with the sick leave policy. (See Sick Leave Policy.)

H. Portion of Parental Leave Not Covered by Leave Accruals

The employee will be placed on leave without pay for the balance of the parental leave not covered by available and appropriate leave accruals until the employee returns to work not to exceed the twelve (12) week period. The same is true for any portion of the parental leave that is applied to family and medical leave.

I. Notification

1. Employee Responsibilities: When foreseeable, the employee shall give at least thirty (30) calendar days advance notice to the supervisor of the need to take parental leave. The notification shall state the length of the leave requested, the amount of annual leave, sick leave, and leave without pay to be used. The employee, other than faculty, shall accurately complete the official Time Report, note the annual leave and sick leave used, and submit it in a timely manner to the supervisor. All documents should then be sent to Human Resource Services for approval.

Faculty members must submit the Monthly Report of Sick Leave Taken form for all sick leave even though no classes were missed if the absence occurs during the normal workday for regular employees.

2. Supervisor Responsibility: The supervisor must review and approve the leave, verify that the employee has accurately recorded the leave, and sign the appropriate time report and forward all documents to Human Resource Services. The supervisor shall place the employee on leave without pay when all available and appropriate accrued leaves have been exhausted.

J. Insurance Benefits
1. Employer Premium Sharing. The University will continue to contribute its share of premiums for an employee's insurance during the time that an employee is using available and appropriate paid leave accruals. The University will discontinue its share of premiums for an employee's insurance during the time that an employee is on leave without pay.

2. Employee Insurance Premiums. While an employee is using paid leave accruals, he or she is responsible for paying his or her share of the insurance premiums in the same amount as when working. While on leave without pay, the employee is responsible for the entire cost of the insurance premiums.

3. Nonpayment of Premiums by Employee. If the employee fails to pay an insurance premium by the due date, the University will cease to maintain coverage.

**K. Other Paid Leave and Benefit Accruals**

While an employee is on parental leave, annual leave, and sick leave, state service credit will continue to accrue only during that portion of the leave that is covered by paid leave.

Source: Texas Government Code 661.913; BOR 1.III.18