

# Parental Leave Policy

**(see also Family Medical Leave Act (FMLA) Policy  
and Minnesota Paid Family & Medical Leave Policy)**

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Policy owner: Chief Human Resources Officer

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## **SECTION I. PURPOSE**

The University of St. Thomas provides new parents with parental leave in accordance with this policy and applicable laws.

## **SECTION II. SCOPE AND APPLICABILITY**

All eligible full-time and part-time regular faculty and staff employees (.625 FTE) are eligible to request a Parental Leave. Union members must refer to their union contract. Paid parental leave benefits are not available to temporary, on-call or student workers, but unpaid leave may be available depending on the circumstances.

## **SECTION III. PARENTAL LEAVE**

### **A. Available Leave**

An employee can request up to two weeks of paid leave in conjunction with the birth or adoption of a child. In the case of a birth mother, two weeks of paid parental leave shall be granted after the employee's disability benefits have ended. A parental leave must be taken within 12 months of the birth or adoption.

### **B. Compensation**

The St. Thomas Parental Leave benefit provides eligible employees with 100% replacement of their base salary for the duration of the two-week benefit period. Parental Leave benefits are comprised of both a Minnesota Paid Family & Medical Leave (PFML) benefit payment, which is paid directly by the university's disability insurance provider, and supplemental compensation, paid by St. Thomas. The amount of compensation provided by PFML is calculated per state guidelines, based on a percentage of the employee's average weekly wage. The amount of supplemental compensation paid directly by St. Thomas will provide the remaining wage replacement (up to 100% of base salary) not covered by PFML.

### **C. Procedure for Requesting Parental Leave**

All requests for parental leave are administered by the university's disability insurance provider, which specializes in reviewing, approving, processing and tracking the Parental Leave Request with the oversight of expert medical and legal staff.

You will be required to provide the following information:

- Reason for parental leave
- Requested leave time (dates or approximate dates if unknown).

#### **D. Limitations**

No more than one paid Parental Leave will be granted per rolling year, e.g., if you request a parental leave effective March 1, 2026, you are ineligible to do so again until March 21, 2027.

#### **E. Interaction with Other Leaves**

This leave will run concurrently with an employee's FMLA leave as set forth by the Family Medical Leave Act (FMLA), PFML leave and any unpaid parenting leave for which the employee is eligible under Minnesota law. FMLA leave and Minnesota Pregnancy and Parenting leave are not paid, but paid leave options, like paid parental leave, PFML and short-term disability leave, may run concurrently with FMLA leave and Minnesota Pregnancy and Parenting leave, allowing an employee to be paid for some or all of the leave.

For questions, contact Human Resources at askHR or 651-962-6510.