

# Parental Leave Policy

**(see also Family Medical Leave Act (FMLA) Policy)**

Policy number: 421  
Policy owner: Office of Human Resources

Date of initial publication: NA  
Date of latest revision: September 4, 2019

## **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. Faculty members should refer to the policy on Faculty Family and Medical Leave Benefits. 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. Procedure for Requesting Parental Leave**

All requests for parental leave are administered by The Hartford, 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).

To request Parental Leave, file a claim over the phone or online with The Hartford:

- Phone: 1-888-301-5615
- Online: [abilityadvantage.thehartford.com](http://abilityadvantage.thehartford.com) (St. Thomas Policy #697448)

### **C. 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, 2020, you are ineligible to do so again until March 21, 2021.

**D. 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) 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 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 for all of the leave.

Faculty employees should review the policy on Faculty Family and Medical Leave Benefits.

For questions, contact the [Benefits Office](#) at [benefits@stthomas.edu](mailto:benefits@stthomas.edu) or 651-962-6520.