

University of Scranton

Staff Policy

Parental Leave Policy

An Office of Human Resources Policy

Executive Sponsor:
Office of Human Resources
Responsible Office:
Office of Human Resources
Effective: January 1, 2023
Revised: March 6, 2025

I. Policy Statement

It is the policy of The University of Scranton to provide paid parental leave to regular, full-time staff following the birth, adoption or placement of a foster child/children. The policy will run concurrently with Family Medical Leave Act (FMLA) leave, if applicable, and will be in effect for births, adoptions, placements of foster children or legal guardianship or custody.

II. Reason for Policy

The purpose of this policy is to enable regular full-time staff to care for and bond with a newborn, newly adopted or newly placed child.

III. Entities Affected by This Policy

Full-time staff

IV. Website Address for this Policy

www.scranton.edu/hr

V. Related Documents, Forms, and Tools

[Human Resources FMLA Guidance](#)

[Staff and Administrator's Handbook](#)

[FMLA Fact Sheet #28](#)

VI. Contacts

Office of Human Resources:

hr@scranton.edu

570-941-7767

VII. Eligibility

A. An eligible staff member must be employed in a regular full-time position and meet one of the following criteria:

- Has given birth to a child(ren)
- Is a spouse of a person who has given birth to a child(ren)
- Has adopted a child(ren) or placed with a foster child(ren) (in either case, the child must be age 17 or younger)

- Has received legal guardianship or custody through a court order (in either case, the child must be age 17 or younger)

B. Amount, Time Frame and Duration of Paid Parental Leave

Eligible staff will receive a maximum of two weeks of paid parental leave per birth, adoption or placement of child/children. Each week of paid leave is compensated at 100 percent of the staff member's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates, and the allowance will be based on the staff member's status as followed:

- Full-time (35-40 hours/week)
- 11-month (35-40 hours/week)
- 10-month (35-40 hours/week)
- 9-month (35-40 hours/week)

Paid parental leave must be used within six (6) months and runs concurrently with FMLA if applicable or other leaves of absence as applicable.

Eligible spouses who both work for University are each entitled to two weeks paid parental leave.

The fact that a multiple birth, adoption, or placement occurs (e.g. the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event. In addition, in no case will a staff member receive more than two weeks of paid parental leave in a 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month timeframe.

Any unused parental leave will be forfeited at the end of the 6-month timeframe.

Upon termination of the individual's employment at the University of Scranton, they will not be paid for any unused paid parental leave for which they were eligible.

C. Scheduling of Paid Parental Leave and Coordination with Family Medical Leave Act (FMLA):

Paid parental leave taken under this policy will run concurrently with leave under FMLA. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under FMLA will apply. In no case will the total amount of leave-whether paid or unpaid-granted to the staff member under FMLA exceed 12 weeks during the 12-month FMLA period.

The University of Scranton will maintain all benefits for staff during the paid parental leave period just as if they were taking any other University paid leave such as vacation leave or paid sick leave.

VIII. Responsibility

- A. Staff: At least thirty (30) days in advance of the leave, the staff member must 1) notify their immediate supervisor of the leave and 2) complete the required leave request process through the Office of Human Resources. This includes providing all documentation as required to substantiate the request for leave 30 days prior to the proposed date of the leave. If a staff member is unable to provide the required documentation due to unforeseen circumstances (i.e. premature birth), please contact the Office of Human Resources.
- B. Department: Every supervisor is responsible for scheduling and documenting paid parental leave used by staff employees by authorizing the Payroll Department's payment

of paid parental leave in accordance with this policy. Supervisors may coordinate with Human Resources to ensure that the time away is appropriately documented and reported to payroll.

- C. The Office of Human Resources: A staff member may keep their benefit elections while on a paid parental leave of absence. All benefits will remain in force during a parental leave.