Paid Parental Leave Policy

FREQUENTLY ASKED QUESTIONS

1. How much Paid Parental Leave will be provided to eligible employees?
   o An eligible regular, active faculty or staff employee will be provided up to 6 weeks of paid parental leave within 12 months following the birth or adoption of a child. The amount of leave is prorated based on the employee’s Full-Time Equivalent (FTE) at the time of the leave.

2. What is the total maximum amount of leave I can take for childbirth or adoption?
   o State of Tennessee law provides a period of up to four (4) months of leave to employees for adoption, pregnancy, childbirth and nursing an infant, where applicable.

3. Will I continue to accrue sick and annual leave while on Paid Parental Leave?
   o Yes, as long as you are in a positive pay status for the major portion of the month during which you took Paid Parental Leave, you will accrue leave for that month.

4. Will my accrued leave balances be reduced when I take Paid Parental Leave?
   o Paid parental leave will not reduce any employee’s (staff and faculty) balance of accrued sick or annual leave or any faculty member’s eligibility for any other form of academic leave.

5. Can I use other leave benefits (i.e. sick/annual/short/long-term disability) with paid parental leave?
   o Paid parental leave is an addition to all other leave benefits at ETSU, including sick leave, annual leave, short/long-term disability, and leave without pay. Those leave categories will not be reduced while an employee is on Paid Parental Leave. An eligible employee should consult with Human Resources for assistance when planning a paid parental leave.

6. Do I have to take Paid Parental Leave immediately following the birth or adoption of a child?
   o Paid parental leave may be taken within the 12 months following the birth or adoption of a child and is available on a continuous basis.

7. Is Paid Parental Leave paid at 100 percent of employee’s base rate pay?
   o Yes. Paid parental leave will be paid at 100 percent of the employee’s base pay rate.

8. Both parents are ETSU employees. Can we take Paid Parental Leave at the same time?
   o If both eligible parents are employed at ETSU, each parent may receive up to 6 weeks of paid parental leave. Parents may choose to take paid parental leave
concurrently or at separate times so long as they ensure coordination and negotiation with the department/division leadership in consideration of the institution’s business needs. An eligible employee should consult with Human Resources for assistance when planning a paid parental leave.

9. Paid Parental Leave versus Family Medical Leave Act (FMLA). Is there a difference?
   - Paid parental leave is to be used concurrent with FMLA, the State of Tennessee Leave for Adoption, Pregnancy, Childbirth and Nursing an Infant, and the State of Tennessee Leave for Adoptive Parents. After the concurrent use of paid parental leave with FML, if applicable, the remaining amount of FML leave will be available to the employee.

10. Are there any additional provisions for the adoption of a child?
    - When the adoption is in the legal process, the paid parental leave may begin from the point the child is placed with the eligible employee (granted custody) for the purpose of adoption. The paid parental leave will generally commence immediately following the adoption of a child. However, paid parental leave may occur prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption. If the adoption involves a child who is incapable of self-care because of a mental or physical disability the age limit of 18 may be waived.

11. Do University Holidays and Emergency/Inclement Weather Closings count against Paid Parental Leave?
    - **Holidays** - If an official University holiday occurs during the eligible employee’s paid parental leave, the eligible employee will receive holiday pay in lieu of a paid parental day, provided the eligible employee is in pay status the day before and the day after the official University holiday. Official University holidays will not count against the employee’s paid parental leave balance.
    - **Emergency/Inclement Weather** - Employees on scheduled paid parental leave before the decision to close the University due to emergency or inclement weather should continue to report their leave as paid parental leave.

12. What happens if I haven’t used all Paid Parental Leave within the months following the birth or adoption of a child?
    - Any unused paid parental leave at the conclusion of the 12 months following the birth or adoption of a child will be considered forfeited. Any paid parental leave remaining at the end of the 12 months is not bankers for later use or paid out, and cannot be combined with any future paid parental leave.
13. How does Paid Parental Leave apply to an Academic Year faculty who gives birth or adopts during the summer?
   o The leave would begin on the day the employee is scheduled to begin working. For example: A faculty member gives birth on July 15. Paid Parental Leave, FMLA, and Parental Leave would begin on August 15, the first working day of the semester.

14. If I still have questions, who should I contact?
   o Contact the Office of Human Resources at hr@etsu.edu or call 423-439-4457.