

PARENTAL LEAVE

[System Regulation 31.03.05](#), Family and Medical Leave, which was revised in July 2009, states:

Under state law, System employees, including student and wage employees, who are not eligible for FMLA leave are entitled to a parental leave of absence, not to exceed 12 weeks, for the birth of a natural child or the adoption or placement for foster care of a child younger than three (3) years of age.

An employee, including a student or wage employee, who is not eligible for FMLA leave is entitled to a parental leave of absence, not to exceed 12 weeks, for the birth of a natural child or the adoption or foster care placement of a child younger than three (3) years. This period begins with the date of birth or the date of the adoption or foster care placement. However, no parental leave may be taken more than 12 weeks after the birth or adoption or foster care placement.

An employee may take parental leave on an intermittent or reduced work schedule if the employee and system member agree.

An employee must use all available vacation or sick leave as part of the parental leave before using leave without pay. However, use of sick leave is limited to those situations within the definition of sick leave in System Regulation 31.03.02.

For adoption of a child, the employee must submit a brief written statement to the system member chief executive officer (CEO) or designee specifying the child's age, the anticipated or actual date of placement in the employee's home and the number of days of FMLA leave requested. Proof of the placement of a foster child in an employee's home must also be provided.

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