

31.03.05.C0.01 Parental Leave

Approved: December 18, 2017
Next Scheduled Review: December 18, 2022



Procedure Statement

Texas A&M University-Corpus Christi (TAMU-CC) supports its employees during the birth of a child or the adoption or foster care placement of a child. University employees, including student and wage employees, are eligible for leave, not to exceed 12 weeks, for these events. Additional information regarding the Family and Medical Leave Act (FMLA) and the Parental Leave Act (PLA) may be found in system regulation *31.03.05, Family and Medical Leave*.

Reason for Procedure

This procedure provides information to TAMU-CC employees using FMLA or PLA due to the birth or adoption or foster care placement of a child.

Procedures and Responsibilities

1. GENERAL

Employees who have worked for the State of Texas for at least 12 months and who have worked at least 1,250 hours during the 12-month period preceding the needed leave are eligible for FMLA leave. All other employees are eligible for parental leave. Additional eligibility information may be found in system regulation *31.03.05, Family and Medical Leave*.

2. LEAVE BEFORE AND AFTER CHILDBIRTH

Eligible TAMU-CC employees are entitled to paid and unpaid leave under FMLA/PLA as outlined below and in system regulation *31.03.05, Family and Medical Leave*. Employees are encouraged to contact Human Resources for their leave options.

2.1. Leave for Mothers Giving Birth

Appropriate paid leave (sick, vacation, comp time, etc.) will be used for doctor appointments, prenatal visits, and medical recovery after childbirth. Medical recovery includes C-sections/surgical birth.

- 2.1.1. Leave without pay will be applied if approved by Human Resources.
- 2.1.2. Any period, before and after birth, when a mother is not able to work for medical reasons, will be considered leave for a serious health condition.
 - 2.1.2.1. Sick Leave Pool and Sick Leave Donation hours may be available for eligible employees upon submission of required documents.
 - 2.1.2.2. If a medical condition following or resulting from pregnancy requires that an employee be absent from work for more than 80 hours, the employee will be eligible for sick leave pool hours.

2.2. Other (Non-Childbirth) Leave for Parents

Appropriate paid leave (sick, vacation, comp time, etc.) will be used for doctor's appointments, prenatal visits, and the placement of a child for adoption or state-certified foster care.

- 2.2.1. Paid sick leave for absences in excess of three (3) continuous working days must be supported by appropriate documentation.

- 2.2.2. Leave without pay will be applied where appropriate.

An employee who has a child younger than three (3) years of age placed with them for adoption or state-certified foster care may use the amount of available sick leave following the placement that would normally be granted for recovery from pregnancy and childbirth (up to six (6) weeks).

- 2.3. When using sick leave concurrently with FMLA or PLA leave, the employee must provide the same physicians' certifications required by system regulation *31.03.02, Sick Leave*.

3. FLEXIBLE WORK ARRANGEMENTS

With supervisor approval and submission of required documents, an employee may obtain approval to work remotely and/or modify their work schedule. See system regulation *33.06.01, Flexible Work Arrangements* and university procedure *33.06.01.C0.01, Flexible Work Arrangements for Non-Faculty Employees* for additional information about flexible work arrangements.

4. BREAK TIME FOR NURSING

The university is committed to supporting employees who choose to express breast milk or breastfeed/chest feed. Employees may seek reasonable accommodations to include break time and an appropriate place to express breast milk or breastfeed/chest feed by

contacting Human Resources. Discrimination against an employee for exercising their right to express breast milk or breastfeed/chest feed in the workplace is prohibited.

Related Statutes, Policies or Requirements

[Family Medical Leave Act](#)

[Tex. Gov't Code, 661.913, Parental Leave for Certain Employees](#)

System Policy [31.03, Leaves of Absence](#)

System Regulation [31.03.01, Vacation](#)

System Regulation [31.03.02, Sick Leave](#)

System Regulation [31.03.04 Leave of Absence without Pay](#)

System Regulation [31.03.05, Family and Medical Leave](#)

System Regulation [31.06.02, Sick Leave Donation](#)

System Regulation [33.06.01, Flexible Work Arrangements](#)

University Procedure [31.03.02.C0.01, Sick Leave](#)

University Procedure [33.06.01.C0.01, Flexible Work Arrangements for Non-Faculty Employees](#)

Contact Office

Contact for clarification and interpretation: Human Resources
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