

PAID PARENTAL LEAVE

The University of Delaware is offering paid parental leave effective July 1, 2019 as an enhancement to the existing parental leave available to employees.

The policy will offer eight (8) weeks of paid parental leave for benefits-eligible employees upon the birth of their child or adoption of a child six (6) years of age or younger.

ELIGIBILITY

- Benefited employees working 30 hours or more per week, except those in positions covered by collective bargaining agreements between the University and the following representatives: AFSCME, Local 439; AFSCME, Local 3472; AAUP, University of Delaware Chapter.

LIMITATIONS

- Employees must have been employed by the University for at least 12 months in a benefits-eligible position.
- Paid parental leave must be taken during the first eight (8) weeks following the birth of a child or placement of a newly adopted child six (6) years of age or younger.
- If both legal parents are eligible employees of the University, they are entitled to a combined eight (8) weeks of paid parental leave.
- A multiple birth or adoption will not increase the length of paid parental leave granted.
- Parental leave (paid and unpaid) runs concurrently with FMLA and short-term disability, if applicable.

FREQUENTLY ASKED QUESTIONS

1. What can I use paid parental leave for?

The purpose of paid parental leave is to allow recovery/bonding time following the birth of your child or adoption of a child six (6) years of age or younger.

2. Is additional paid leave provided if I meet the criteria more than once during the year?

If eligible, you will receive up to a maximum of eight (8) weeks of paid parental leave per birth or adoption of a child. In no case will you receive more than eight weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that twelve-month timeframe.

3. Must the eight weeks for paid parental leave be taken all at once?

Yes. Paid parental leave must be taken in one continuous period of leave.

4. If I have a multiple birth (twins, triplets, etc.), am I eligible for more than eight weeks of paid parental leave?

No. The paid parental leave benefit provides up to eight weeks of paid leave per birth event or adoption event, regardless of multiple births (twins, triplets, etc.) or adopting more than one child.

5. Does the parental leave policy apply to foster children?

No. The policy only covers birth or adoption.



FREQUENTLY ASKED QUESTIONS

6. How do I apply for this benefit?

A completed and signed [Request for Parental Leave Form](#) and other required documentation must be submitted to your department's Human Resources Manager/HR Designee 60 days in advance.

7. Is documentation required for proof of birth or adoption?

Yes, appropriate documentation is required and must be submitted to Human Resources Benefits within 30 days of the event. Documentation requirements: for birth, the birth certificate; for adoption, documentation such as an adoption order. Please review the [Family Status Change form](#) if you wish to add your child to benefits.

8. Am I required to take FMLA concurrently with paid parental leave?

Yes, if you are eligible for FMLA, the paid parental leave will be taken concurrently with FMLA.

9. Can I receive short-term disability (STD) benefits and paid parental leave benefits at the same time?

If you are eligible for short-term disability benefits and your claim is approved, you will receive short-term disability payments of 75%. The additional 25% will be charged to your paid parental leave. Paid parental leave and FMLA leave will run concurrently during the STD waiting period. You will use your vacation balance concurrently with FMLA, after the eight (8) weeks of paid parental leave is exhausted. For additional information see [UD's Disability Policy](#).

10. Will my benefits status be affected if I take parental leave?

No. The University will maintain all benefits for you during the paid parental leave period just as if you were taking any other University paid leave such as vacation leave or sick leave.

11. What happens if a holiday falls during my parental leave?

If a University holiday(s) occurs while you are on paid parental leave, such holiday(s) will not extend the total paid parental leave entitlement, and you will not receive additional holiday pay for the day.

12. My spouse and I are both employed at the University. Do we both get eight weeks of paid parental leave?

No. If both parents are employed by the University, you are entitled to eight (8) weeks of combined paid parental leave.

13. If I get married and adopt my spouse's children, am I eligible for parental leave?

No. Adoption of your spouse's children does not meet the eligibility criteria for this benefit.

14. Does paid parental leave apply to bargaining units?

This policy may not be applicable to you if you are covered under a union contract. If you are covered under a union contract, you should refer to your respective contract.

