

Parental Leave

Administrative Policy

Regular Full-time and Regular Part-time employees are eligible for paid Parental Leave for qualifying events related to the birth, adoption, or foster care of a child. Eligible employees may utilize four weeks of paid Parental Leave for qualifying events once per 12-month rolling period.

Standard

Heartland Community College provides Parental Leave to support employees recovering from childbirth as well as caring for and bonding with a new child. The following standards must be met to be eligible for paid Parental Leave:

- Employee must be employed in a Regular Full-time or Regular Part-time position
- Employee must have experienced one of the following qualifying events on or after July 1, 2020:
 - The birth of the employee's child
 - The placement of a child with the employee through adoption or foster care as defined under the Family and Medical Leave Act (FMLA)

Procedure

Employees must request Parental Leave at least 30 days in advance of the proposed date of leave, or as soon as possible if the need for leave was not foreseeable, and subsequently provide appropriate supporting documentation, which may include:

- Birth certificate (hospital issued certificate is acceptable)
- Adoption decree, order, or petition
- Official placement documentation of a child for foster care

Guidelines

1. Parental Leave will be compensated at 100 percent of the employee's base pay and will be paid on regularly scheduled pay dates
2. Employee eligibility for health insurance, leave accrual, and other College-provided benefits will continue during the Parental Leave period.
3. Parental Leave will run concurrently with FMLA leave for FMLA-eligible employees.
4. Parental Leave must be taken and completed within one year following the qualifying event.
5. When Parental Leave is used in combination with other leave for which the employee is eligible, Parental Leave will precede other leave usage.
6. Parental Leave must be taken in half-day or full day amounts in accordance with a pre-approved, consistent schedule.
7. Paid holidays that occur during the Parental Leave period will count toward Parental Leave, not including the holiday closure period occurring December 24 – January 1.
8. Parental Leave is not available for the adoption of a child who has resided with the employee for more than 12 months prior to the commencement of adoption proceedings.
9. Parental Leave may not be applied retroactively.
10. Parental Leave does not accrue or carry-over and unused Parental Leave is not paid to an employee upon separation from the College.