

Parental/Child Care Leave Policy and Procedure

Employees are entitled to parental/child care leave for up to seven months following the date of delivery. Requests for parental leave should be submitted in writing to the employee's supervisor and then forwarded to the Office of Human Resources for final approval.

Absences during pregnancy and following childbirth may be charged to vacation, personal leave or compensatory time or may be taken as leave without pay. The use of sick leave and sick leave at half pay, however, is limited to the period of time during which the employee is disabled, as determined and verified by the employee's physician. Generally, the period of such disability may start four weeks prior to delivery and continue six to eight weeks after the birth of the child.