

Policy for Staff

PARENTAL LEAVE POLICY

This paid leave is provided to full-time and benefits-eligible part-time employees to care for and bond with the employee's new baby or minor being placed with the employee through adoption. To be eligible, an employee must have at least one year of continuous eligible employment as of the date the leave is to commence. As used herein, "parent" means the mother, father or other person standing in loco parentis to the child (i.e., person who will be responsible for the child's day-to-day care and financial support.) This leave is provided regardless of an employee's sex, sexual orientation, or gender identity or expression.

Haverford provides up to eight weeks of paid parental leave, which must be taken in a one continuous block of time and completed within six months of the birth or adoption of the child. If both of a child's parents are employed by the College and eligible for parental leave, each may take the leave to care for and bond with the new child but not both at the same time, unless otherwise approved by the Office of Human Resources. All insured and applicable benefits continue during the paid leave.

Requests for leave must be made to the Office of Human Resources at least 30 days in advance of the anticipated start of the leave, or if not foreseeable to that extent, then as soon as practicable. Upon leave confirmation from the Office of Human Resources, the employee will work closely with the supervisor to review leave details and to discuss arrangements for coverage of work responsibilities during the leave.

This leave is also available to an employee who has given birth, following completion of any leave approved by Haverford for childbirth-related disability and recovery therefrom.

Note that paid parental leave is *inclusive* of paid holidays, except for winter break. In the case of parental leave that spans holidays other than the winter break, the parental leave will *not* be extended by such holidays. In the case of parental leave that spans the winter break period, the parental leave *will* be extended by the number of holidays included in the winter break. Leave under this policy will run concurrently with leave provided under the federal Family and Medical Leave Act. The College may grant additional unpaid leave for a total of up to one year, subject to agreement between the employee and the Office of Human Resources. ([See Family and Medical Leave Act policy.](#))

The College assumes that those taking paid parental leave do so with the intention of returning to their previous position with the College. If before or during such a leave, an employee decides not to return to employment at the College, the employee must discuss the matter with the Office of Human Resources at the earliest possible date.

CHILDBIRTH MEDICAL LEAVE

The College provides paid leave to full-time and part-time employees who give birth for childbirth and medical recovery therefrom. This medical leave will commence when the employee's healthcare provider determines that the employee is unable to work and generally extends for a continuous period of six weeks (absent medical complications) past the date of the child's birth.

Requests for leave must be made to the Office of Human Resources at least 30 days in advance of the anticipated start of the leave, or if not foreseeable to that extent, then as soon as practicable. Upon leave confirmation from the Office of Human Resources, the employee will work closely with the supervisor to review leave details and to discuss arrangements for coverage of work responsibilities during the leave. The need for leave must be supported by medical documentation per Family and Medical Leave Act procedures. In circumstances where additional time is needed to recover from disability, the absence will be subject to Haverford's Short-Term Disability policy.

Note that paid childbirth leave is *inclusive* of all paid holidays; that is, in the case of childbirth leave that spans any holiday(s), the paid childbirth leave will not be extended by such holidays. Leave taken for childbirth and recovery, whether approved under this policy or the Short-Term Disability Leave policy, will run concurrently with leave provided under the federal Family and Medical Leave Act.

The College assumes that those taking paid childbirth leave do so with the intention of returning to their previous position with the College. If before or during such a leave, an employee decides not to return to employment at the College, the employee must discuss the matter with the Office of Human Resources at the earliest possible date.