

Missouri Western State University
Paid Parental Leave Policy
Employment Policies
Approved: 10/25/2019

Effective November 1, 2019

PURPOSE

Missouri Western recognizes the importance of providing parents an appropriate time frame to care for and bond with a child following birth, adoption or guardianship. Paid Parental Leave is to enable employees to care for and bond with a child. For the purposes of the policy, caregiver status covers care for a newborn child, adoption, or court-ordered guardianship of a newly placed minor (MO Rev Stat section 475.010).

SCOPE

This policy applies to all full-time benefit eligible employees.

POLICY

Any time taken off work for the birth or placement of a child must be in accordance with the University's established policies. This policy will be in effect for births, adoptions or court-ordered placements occurring on or after November 1, 2019.

BIRTH: The University will provide employees who have given birth to a child up to six (6) weeks of paid maternity leave for the birth and care of the child. In addition, the employees whose spouse or domestic partner gives birth to a child will receive three (3) weeks of paid leave for the birth and care of the child.

ADOPTION/GUARDIANSHIP: The University will provide employees who have adopted or been placed with a child in connection with court-ordered guardianship will receive up to three (3) weeks of Paid Parental Leave.

The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event. In addition, in no case will an employee receive more than six or three weeks of Paid Parental Leave during a rolling 12-month period, regardless of whether more than one birth, adoption or placement event occurs within the same 12-month timeframe.

ELIGIBILITY

Eligible employees must meet all of the following criteria to be eligible for Paid Parental Leave:

- Have been employed with the University for at least 12 months (the 12 months do not need to be consecutive)
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin
- Employed in a full-time benefits-eligible position

In addition, eligible employees must meet one of the following criteria to be eligible for Paid Parental Leave:

- Be an employee who has given birth to a child.
- Be a spouse or partner of an individual who has given birth to a child.
- Have adopted or been court-appointed as guardian of a child (in each case, the child must be age younger than 18). If the adoption or guardianship involves a child who is incapable of self-care because of a mental or physical disability, the age limit of 18 may be waived.

AMOUNT, TIMEFRAME AND DURATION

Eligible employees who give birth are entitled to up to six weeks of Paid Parental Leave; and must take leave immediately following the birth of a child.

Eligible employees whose partner has given birth or who have adopted or been placed with a child in connection to guardianship are entitled to up to three weeks of Paid Parental Leave; and must take leave during the 12 month period immediately following the date of birth or legal placement of a child.

Paid Parental Leave will be compensated at 100 percent of the employee's regular pay at the time of the event; and will be paid on the employee's regular scheduled pay cycle.

If a university approved holiday occurs while the employee is on Paid Parental Leave, such holiday will not extend the total Paid Parental Leave entitlement and the employee will not receive additional holiday pay.

Employees must take Paid Parental Leave in one continuous period of leave and must use all Paid Parental Leave during the time frame indicated. Paid Parental Leave cannot be used on an intermittent basis. Paid Parental Leave unused during the time frame indicated cannot be carried forward, donated, or paid monetarily.

If both parents are eligible employees of Paid Parental Leave; each parent is entitled to parental leave, which may be taken concurrently, consecutively, or at different times.

COORDINATION WITH OTHER POLICIES

FAMILY MEDICAL LEAVE ACT

- An eligible employee may not use intermittent or reduced schedule leave after the birth to be with a healthy newborn child.
- Paid Parental Leave will run concurrently with eligible FMLA leave.
- Employees must apply for FMLA and Paid Parental Leave to qualify for both leave programs.

LEAVE ACCRUALS

- Employees on Paid Parental Leave will continue to accrue sick time or vacation time (if applicable).

HOLIDAYS AND CAMPUS CLOSURES

- University Holidays and Campus Closure days will not prolong the Paid Parental Leave

period.

INSURANCE BENEFITS

- The university will maintain employer paid medical, dental, vision, life and LTD benefits while an employee is on Paid Parental Leave. If an employee shares the cost of the insurance premiums, employee remains responsible for maintaining those premiums while on Paid Parental Leave.

REQUESTING LEAVE

To request Paid Parental Leave the employee is required to notify their supervisor and the Human Resources Office as soon as you become aware of your need for this leave. An employee should make every effort to notify the university of their intention to request Paid Parental Leave at least 30 days prior to the start of leave, if possible. It is understood that under some circumstances it is not feasible to provide 30 days' notice. In these cases, the employee must provide notice as soon as practicable.

NOTIFICATION should include:

- the anticipated timing and duration of the leave,
- documents supporting the need for leave (i.e. doctor's note, legal notice),
- additional time outside of the Paid Parental Leave policy the employee is requesting, and
- indication of FMLA request (if applicable).