Parental Leave Policy

1. Upon completion of a three-month waiting period, full-time and regular, part-time employees (fathers and mothers), working 20 or more hours a week, are eligible to take up to six weeks of paid parental leave upon the birth, adoption or placement of a child. This leave is not designated as sick, vacation or personal and should be captured in payroll as “parental leave”.

   a. A week of paid parental leave equates to the employee’s normally scheduled work week, whether it is 20 hours, 35 hours, or 40 hours.

   b. The six weeks of paid parental leave must be taken during the first six weeks of the employee’s leave upon the birth, adoption or placement of a child. If both parents work for the same location, the employer, with consultation with the diocesan Office of Human Resources, may exercise discretion, in this implementation.

   c. Should the employee be eligible for Family and Medical Leave (FMLA), the six weeks of paid parental leave will run concurrent with the twelve weeks per year of FMLA leave (in a rolling 12-month period). Please refer to the Section, “Family and Medical Leave” for further information.

   d. A mother, with the birth of a child, may be eligible for short-term disability. Please refer to the Section “Sick Leave, Sick Leave and Disability Income” for more information which references a disability that is medically necessary.

   e. Additional time off may be charged to vacation leave, if available, at the employee’s option, or to unpaid leave (FMLA).

   f. To request parental leave and FMLA leave, if applicable, the employee submits their request to the employer and the diocesan Office of Human Resources. Parental leave and FMLA leave should be requested 30 days before the birth, adoption or placement of a child.

   g. Employees, in collaboration with their supervisor, should plan for the transfer of responsibilities to other staff or replacement staff in advance of parental leave.