Section 3 Subject 3.9 **Policy 3.6.8**	Human Resources Policies Leave Administration **Parental Leave**	02/06/02 -Originated 03/07/13 -Reviewed w/ Changes -Reviewed w/o Changes 04/08/13 -Effective Human Resources -Author

Parental Leave

Policy

Parental leave is available to UTMB benefit-eligible employees who are not eligible to take Family and Medical Leave for the birth of a natural child of the employee or placement of a child younger than three (3) years of age with the employee for adoption or foster care.

Parental leave shall not exceed 12 work weeks.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

Eligibility

Employees are eligible to take parental leave if they:

- Are benefit-eligible employees working at least 20 hours per week for a period of at least four and one-half months but less than twelve months for the state,

OR

- Have worked less than 1,250 hours during the twelve-month period immediately preceding the beginning of leave;

AND

- Are not employed in a position for which the employee is required to be a student as a condition of employment.

Employees who exceed the employment requirements listed above are subject to IHOP Policy 3.9.10, Family and Medical Leave.

Guidelines

Employees are required to use all accumulated vacation, sick, and personal leave, if applicable, while taking leave under parental leave. The remainder of the leave is unpaid.

Parental leave is limited to, and begins on the date of the birth of the employee's natural child or the adoption by or foster care placement with the employee of a child less than three years of age. Medical certification is required if an employee is taking sick leave for the birth of a child. Documentation to support adoption or foster care may be required.

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Guidelines, continued

Employees must give at least 30 days notice to their supervisor of the need to take parental leave when it is foreseeable for the birth, adoption, or foster placement of a child. When it is not practical under any circumstances to give such notice (e.g., premature birth, etc.), notice should be given as soon as practicable, preferably within one to two business days of when the employee learns of the need for leave. Verbal notice is sufficient to inform the supervisor that the employee will need parental leave.

Additional Leave for Foster Parents

Employees who are foster parents to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS) are entitled to leave with pay for the purpose of 1) attending meetings held by the DPRS regarding the child; or 2) an admission, review, and dismissal meeting held by a school district regarding the child.

Employees shall give reasonable advance notice of the employee's intention to use foster parent leave by completing a Leave Request Form.

Reference

IHOP Policy 3.6.9 Family and Medical Leave
Texas Government Code, §§661.906 and 661.913