



**Institutional Handbook of Operating Procedures**  
**Policy 03.06.08**

Section: Human Resources	Responsible Vice President: EVP and Chief Business and Finance Officer
Subject: Leave Administration	Responsible Entity: Human Resources

**I. Title**

*Parental Leave*

**II. 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 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 within a 12-month period.

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, gender identity or expression, genetic information, or veteran status.

**III. Eligibility**

Employees are eligible to take parental leave if they:

- Are benefit-eligible employees working 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.

Employees who exceed the employment requirements listed above are subject to IHOP Policy 03.06.09, Family and Medical Leave.

**IV. Leave Requirements**

Employees are required to use all accrued leave, including Paid Time Off (PTO) and Extended Illness Bank (EIB), while taking leave under parental leave. The remainder of the leave may be eligible for Reduced Paid Leave (RPL). If the employee is not eligible for RPL, then the remainder of the leave will be 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 is required.

**V. Employee Responsibilities**

Employees must give at least 30 days advance notice to their supervisor of the need to take Parental Leave when it is foreseeable for the birth or placement of a child for adoption or foster care. When it is not practical under any circumstances to give such notice, the notice should be given as soon as practical

within one to two business days of when the employee learns of the need for leave.

Employees must provide appropriate medical documentation or documentation to support adoption or foster care to the UTMB Human Resources Leave Management Office (ELM) prior to taking the leave.

**VI. Supervisor Responsibilities**

Supervisors are required to direct employees to the ELM website for information and documents to be downloaded. Verbal notice is sufficient to inform the supervisor that the employee will need the Parental Leave.

Supervisors should also notify their employees of department expectations regarding calling in while on Parental Leave.

**VII. Human Resources – Employee Leave Management**

The Parental Leave documentation is required to be submitted to the ELM.

ELM will determine if the request for leave qualifies for Parental Leave after reviewing the completed documents. It is the employee’s responsibility to ensure that all required Parental Leave documents are completed.

If adequate information is not included to make a decision, the request may be denied, and the employee will be required to obtain appropriate documentation.

ELM will track Parental Leave usage and remaining entitlement. ELM will communicate with both the employee and supervisor during the course of the employee’s leave. This communication does not replace communication that should occur directly between the employee and supervisor.

**VIII. Relevant Federal and State Statutes**

[Texas Government Code, §§661.906 and 661.913](#)

**IX. Relevant System Policies and Procedures**

[IHOP - 03.06.09 - Family and Medical Leave](#)

[IHOP - 03.06.00 – Paid Time Off](#)

[IHOP - 03.06.10 – Extended Illness Bank \(EIB\)](#)

[IHOP - 03.06.11 - Reduced Pay Leave \(RPL\)](#)

**X. Additional References**

[Family and Medical Leave \(FML\) Fact Sheet](#)

[Extended Illness Bank \(EIB\) Fact Sheet](#)

[Paid Time Off \(PTO\) Fact Sheet](#)

[Direct Access to Extended Illness Bank Fact Sheet](#)

[Parental Leave Fact Sheet](#)

[Reduced Paid Leave \(RPL\) Fact Sheet](#)

**XI. Dates Approved or Amended**

<i>Originated: 02/06/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
04/08/2013	
03/22/2018	
10/05/2022	

**XII. Contact Information**

HR Employee Leave Management  
(409) 747-4645