

# UIC POLICIES AND PROCEDURES

		NUMBER 806-04
MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 1
SUBJECT Parental Leave		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

## PURPOSE

To communicate University policy regarding paid parental leave; to define the terms and conditions for utilizing parental leave and to identify eligibility requirements.

## SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff  
University of Illinois General Rules

## APPLICABILITY

All UIC employees who have completed at least six continuous months of employment as a salaried academic appointee or in a trainee, apprentice, learner, or status support staff appointment, or in a provisional support staff appointment intended to be permanent.

Graduate students who have held their current assistantship appointment for at least one semester; must hold an active appointment at the time of the leave.

## POLICY

Upon request, an eligible employee shall be granted parental leave with pay for up to two weeks immediately following the birth of a child or immediately following the release of the child from a health care facility. Parental leave for an adopted child under the age of 18 may be taken in full either at the time of initial placement or at the time of legal adoption.

Parental leave is limited to one leave per twelve-month academic appointment year. The leave cannot be taken on an intermittent schedule or on a reduced leave schedule for a period lasting longer than two weeks.

An employee who resigns employment before or at the expiration of the parental leave normally shall be required to reimburse the University for the cost of wages paid during the leave.

Parental leave is automatically counted toward the twelve week entitlement under the Family and Medical Leave Act for eligible employees.

## PROCEDURES

### RESPONSIBILITY

1. Employee
2. Supervisor
3. Department/Unit Head

### ACTION

- Requests leave in writing, indicating reason and expected birth or adoption date; gives to supervisor.
- Approves leave.
- Maintains leave records to assure limits are applied.