



Paid Parental Leave

Policy Type: Institutional Wide
Policy Owner: Human Resources
Policy Collaborators: General Counsel
Finance & Administration

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Butler University, founded on ideals of equity and academic excellence, creates and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives.

POLICY REQUIREMENTS and IMPORTANT NOTES:

Butler will provide 8 weeks of 100% paid parental leave as applicable to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligible employees must meet the following criteria:

- The employee (exempt and non-exempt) has been employed by the University for at least 1 year and worked at least 1,250 hours (about 1 month 3 weeks) over the last 12 months (same as FMLA eligibility).

In addition, employees must meet one of the following criteria:

- Biological, adoptive, and foster parents as of the child's birth date, placement for adoption, or foster arrangement.

The benefit can be taken any time within the 12-month period after the date of birth, foster arrangement, or placement for adoption, but the 8 weeks must be taken consecutively. Full time faculty members may work with their deans to identify specific accommodations associated with the birth, foster arrangement, or placement for adoption to not disrupt the classroom experience. If both parents work at Butler University and meet the eligibility requirements, the benefit may be split between the two parents, but may not exceed 8 weeks (about 2 months) combined in total.

When leave under this policy is anticipated, the employee should work with the supervisor and Benefits & Wellness as early as possible to coordinate a plan for covering the employee's job responsibilities. In most cases, the employee should provide at least 30 days of written notice of intent to take leave. The University recognizes there will be times when a 30-day notice cannot be given.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA). Thus, any leave taken under this policy will be counted toward the 12 weeks of available family medical leave per a rolling 12-month period. All other requirements and provisions under the FMLA will apply. During paid parental leave, the employee is not eligible for short-term disability. After the paid parental leave is exhausted, the employee may need (due to medical circumstances) or desire (bonding time) to extend the leave for the balance of the allowable FMLA period. *This extended four (4) week period will be unpaid for all faculty and staff.* The University will maintain all benefits for employees during the paid parental leave period. If a University holiday occurs while the employee is on paid parental leave, the day will be charged to holiday pay; however, the total paid parental leave entitlement will not be extended.