



Parental Leave Policy Effective 3/1/2018-Frequently Asked Questions

1. Why has this policy been developed?
The policy was developed as a result of employee and committee feedback, and in keeping with our Jesuit mission, Saint Louis University recognizes that employees may need to balance work obligations while expanding and caring for families.
2. Who is effected by the policy?
This policy applies to all regular full-time staff at Saint Louis University, except for employees in a collective bargaining unit or employees of the Madrid campus.
3. What is my responsibility as a supervisor?
We will be adding a line titled "Parental Leave Policy" for time tracking purposes. Supervisors and time approvers will be responsible to make sure that anyone utilizing the benefit is tracking time appropriately.
4. How does the policy work if I have a baby in January or February?
If you are scheduled to have a baby in January or February, please contact the leave specialist via email at fmla@slu.edu.
5. How does the policy work if both parents are employees of Saint Louis University?
When both parents are employed at the University, both parents will combine their paid parental leaves not to exceed six (6) weeks per Child.
6. Is there a timeframe in which I must use the parental leave time off?
Paid Parental Leave must be taken within the child's first year of life or in the case of an adoption, their first year of the child's placement. If the staff member does not take the full paid parental leave time allowed, the remaining time off will be forfeited. Unused paid parental time is not saved and is not paid out. In the event that the parental leave time off request is not covered by FMLA, the request must be pre-approved by the employee's supervisor.
7. How does the policy work if I have less than 1 year of service?
There is no benefit for employees in their first year of service.
8. How does the policy work if I have at least 1 year of service but less than 2 years of service?
Staff members who have completed one year of continuous service (but less than 2 years) can take up to three (3) weeks of paid parental leave during the Child's first year of life.
9. How does the policy work if I have 2 or more years of service?
Staff members who have completed two (2) or more years of continuous service can take up to six (6) weeks of paid parental leave during the Child's first year of life.
10. How does the policy work if I adopt a child?
Staff members who are adopting a Child (regardless of the Child's age) and who have completed at least one (1) year of continuous service can take up to six (6) weeks of paid parental leave during the first year of the Child's placement. [This policy would not apply to the adoption of a spouse or partner's children.]