SECTION 7.4: NEW CHILD LEAVE

POLICY GUIDELINE

Care for new children is an important responsibility for parents. In support of this responsibility, four (4) weeks with pay may be granted to an eligible employee (mother or father) when a child is born, legally adopted, or placed in foster care. To be eligible, an employee must have satisfactorily completed his/her Probationary Period before the beginning leave date.

New Child Leave is considered to run concurrent with Family Medical Leave Act (FMLA) or Temporary Disability Leave (TDL), whether or not FMLA or TDL leave has been requested. Any time spent on New Child Leave counts as part of an employee’s FMLA or TDL.

ELIGIBILITY

To be eligible, an employee must work 20 hours per week or more and have satisfactorily completed his/her Probationary Period before the beginning leave date.

PROCEDURES

• As soon as an employee knows there will be a need for New Child Leave, the employee should contact the supervisor for an explanation of New Child Leave. For all New Child Leave requests, the employee’s eligibility for FMLA or TDL is to be ascertained.

• The Employer should generate a written response to any employee determined eligible for FMLA or TDL leave under this policy guideline.

• A pregnant employee is required to furnish her supervisor with a doctor’s written statement stating when she must stop working and when she can return to work.

• If the pregnant employee works up to the birth of her baby, four (4) weeks of New Child Leave should be granted immediately upon the birth, after which paid sick leave will be used. Accrued vacation will be expended after the paid sick leave, and, finally, leave without pay under the FMLA, if applicable, will be granted for the remainder of the leave period.

• If the pregnant employee must stop working prior to the birth of her baby, sick leave is used until the week following the baby’s birth, when four (4) weeks of New Child Paid Leave is granted. Any remaining sick leave is to be used, followed by accrued vacation, and if applicable, leave without pay under FMLA, which runs concurrent with sick and vacation leave.

• A male employee, upon the birth of his child, may use four (4) weeks of New Child Leave.

• The employee requiring leave for adoption or foster care is required to provide his/her manager with related supporting documentation. The beginning date of leave is based on the documentation provided and management approval. Four (4) weeks of New Child Leave would be granted upon placement date, followed by accrued vacation and, if applicable, leave without pay under FLMA, which runs concurrent with vacation leave.

• Both parents, if both parents are employed by the same Organization, are eligible to take FMLA; however, they are entitled to a combined leave time of up to twelve (12) weeks, not twelve (12) weeks each.