

PAID PARENTAL LEAVE ADMINISTRATION

I. Purpose

The following guidelines are in furtherance of Board Policy 420.2 Paid Parental Leave (Parental Leave), which provides eligibility rules and procedures for the use of Parental Leave for employees of the campuses, divisions, and units of the University of Arkansas System.

II. Eligibility

Eligibility for up to six weeks of Parental Leave, as established in Board Policy 420.2, requires all the following:

1. Approval of Family Medical Leave (FML). Parental Leave is not available if the employee is not also approved for the same or longer period of FML.
2. Employment in a benefits-eligible position for the consecutive 24-months immediately prior to the birth, adoption, or foster placement **and** continued employment in a benefits-eligible position for the dates of leave requested.
3. The birth, adoption, or foster placement event must occur on or after July 1, 2024, the implementation date of Board Policy 420.2.

An employee – even if requesting Parental Leave beginning later than the date of the birth, adoption, or foster placement – must be eligible on the date of the birth, adoption, or foster placement **and** on the dates requested for parental leave. For example, an employee with 20 consecutive months of employment on the date of birth will not qualify for Parental Leave for that child upon completion of 24 months of employment.

In determining 24 months of consecutive employment, a break in service of 31 calendar

III. Use of Parental Leave

Parental Leave does not extend or create an additional period of leave beyond that available to the employee under FML. Employees may qualify for FML without eligibility for Parental Leave but may use Parental Leave only concurrent with FML. An employee, for example, qualifying for FML and for Parental Leave but having only three weeks of remaining FML eligibility (used nine weeks within the previous 12 months) will qualify for not more than three weeks of Parental Leave.

Parental Leave is available during the 12-month period beginning on the date of birth, adoption, or foster placement. No portion of parental leave is available in advance of the event date or later than 12 months after the event date.

Parental Leave may be used only in a continuous block of time and may not be used intermittently. It may not be used on a part-time basis (other than proportionally for someone employed 50-99% of the time).

V. Employee Application Process

Employees apply for paid Parental Leave through their campus, division, or unit Human Resources Office in accordance with the campus, division, or unit process.

An employee requesting leave for a serious medical condition, for the care of a seriously ill family member, or for other purposes, should contact the campus, division, or unit Human Resource Office for additional assistance.

VI. Miscellaneous

Parental Leave may not be used concurrently with short-term disability or with annual or other paid leave. Short-term disability, when used for childbirth, is available only after completion of any available Parental Leave.

October 9, 2024