



3344-70-01 Paid parental leave policy.

(A) Purpose

Cleveland State University (CSU) is proud to support employees in caring for and bonding with their newborn or newly adopted child/children by offering six (6) work weeks of paid parental leave (PPL). Paid parental leave will run concurrently with CSU's family medical leave act (FMLA) leave policy, as applicable.

(B) Eligibility

Employees are eligible for PPL when:

- (1) Have given birth to a child, or
- (2) Are a spouse of someone who has given birth to a child, or
- (3) Have adopted a child age 17 or younger, excluding the adoption of a spouse's child, and
 - (a) Are a regular employee (temporary, adjunct faculty, graduate assistant, intern and student worker are not eligible for PPL), and
 - (b) Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.

(C) Amount, Time Frame and Duration of PPL

- (1) Eligible employees will receive a maximum of 6 weeks of PPL per birth or adoption of a child/children. The fact that a multiple birth or multiple child adoption occurs (e.g., the birth of twins or adoption of siblings at the same time) does not increase the 6-week total amount of PPL granted for that event. In addition, in no case will an employee receive more than 12 weeks of PPL in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.
- (2) Spouses employed with CSU are limited to an aggregate of 12 weeks, when all other eligibility criteria are met.

- (3) Each week of PPL is compensated at 100 percent of an employee's regular, straight time pay. Paid parental leave will be paid in accordance with an employee's regular pay schedule.
 - (4) Approved PPL may be taken at any time during the 12-month period immediately following the birth or adoption of a child, however it must be taken in one continuous period of leave. Paid parental leave may not be used or extended beyond this 12-month time frame. Any unused PPL will be forfeited at the end of the 12-month time frame.
- (D) Coordination with other policies
- (1) If eligible for FMLA leave, PPL taken under this policy will run concurrently with leave under CSU's FMLA policy, thus any leave taken under this policy will be counted towards the employee's available FMLA leave. All other requirements and provisions under FMLA will apply. In no case will the total amount of leave whether paid or unpaid granted to an employee under CSU's FMLA policy exceed 12 weeks during the 12-month FMLA period.
 - (2) After PPL is exhausted, the balance of FMLA leave (if applicable) may be compensated through an employee's accrued sick, vacation or compensatory time in that order, and/or as per applicable CSU FMLA leave policy or union contract. Upon exhaustion of accrued sick, vacation or compensatory time, any remaining leave will be unpaid.
 - (3) Cleveland state university will maintain all benefits for employees during the PPL period just as if they were taking any other CSU paid leave.
 - (4) If a CSU holiday occurs while an employee is on PPL, such day(s) will be charged to holiday pay.
 - (5) An employee who takes PPL and not covered by FMLA leave will be afforded the same level of job protection for the period that the employee is on PPL as if an employee were on an FMLA qualifying leave.

(E) Request for paid parental leave

An employee must provide their supervisor and the human resources department with notice of requested leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). An employee must complete the necessary human resources forms and provide all documentation as required by the human resources department to substantiate the request.

Policy Name: Paid parental leave policy.
Policy Number: 3344-70-01
Board Approved: 01/27/2022
Effective Date: 02/10/2022
Responsible Official: Department of Human Resources