

## **PARENTAL LEAVE**

**Policy Number: 121GS**

**Effective Date: 01/01/2020**

**Revised Date: 11/09/2020**

### **Scope**

This Policy on Parental Leave applies faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

### **Purpose**

The purpose of this policy is to provide limited paid leave for a Covered Individual to tend to a new child/children.

### **Policy**

Full-time Covered Individuals are entitled to 4 weeks of paid parental leave based on their regularly scheduled hours upon the occurrence of the birth or adoption of a child/children. Eligible part-time Covered Individuals are entitled to paid parental leave on a pro rata basis, based on their regularly scheduled hours. For example, a Covered Individual whose regular schedule requires 20 hours/week is entitled to 50% of the full-time parental leave. Please see the Policy on Employment Classifications for information concerning eligible part-time Covered Individuals.

Paid parental leave days must be used in full week increments and must be used within six months of the occurrence of the birth or adoption of a child/children.

Covered Individuals should complete a Leave Request Form (F119HR) and forward it to the Benefits Department. Reasonable documentation detailing the circumstances supporting the request for the leave may be required. Unused paid parental leave may not be accumulated and will not be paid out on separation.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020. This policy will be reviewed by the GSSIMR Board of Directors in 2022.