

Paid Parental Leave	Procedure Number	420.2
	Effective Date	2/27/26

1.0 PURPOSE

This policy establishes the eligibility and the procedures for the use of paid parental leave for eligible employees

2.0 REVISION HISTORY

3.0 PERSONS AFFECTED

Benefits-eligible employees who are eligible for FMLA with two consecutive years of service.

4.0 DEFINITIONS

5.0 PROCEDURES

Eligibility

After two years of consecutive, benefits-eligible, systemwide employment, an employee entitled to leave under the Family Medical Leave Act (FMLA) is eligible for paid parental leave on the conditions described in this policy.

Paid parental leave may only be used concurrently with Family Medical Leave. Paid parental leave does not create an additional period of protected leave. An employee having exhausted Family Medical Leave eligibility has no paid parental leave eligibility until eligibility for Family Medical Leave is restored.

Paid parental leave is available to eligible employees who are a birth parent, legal spouse of the birth parent, an adoptive parent, or a foster parent. Employees on appointments of less than 12 months are not eligible for paid parental leave during any days outside the appointment period.

Use of Paid Parental Leave

Paid parental leave may be used for the birth of a child or the adoption or foster placement of a child up to the age of 18 years. In all cases, leave is available only within the first 12 months of the birth, adoption, or foster placement of the child and only as long as the child remains under the age of 18. An employee may not use paid parental leave intermittently or to work a reduced work schedule.

Benefit

Paid parental leave provides for up to six weeks of paid leave at the employee’s regular rate of pay. Bonus, incentive, overtime, and other pay not included in the employee’s base salary is not included in paid parental leave.

When both parents are employees eligible for paid parental leave, the paid leave availability is limited to a combined total of six weeks. The six weeks will be divided equally between the two employees if the employees are unable to agree on the allocation of the paid parental leave.

An employee (or employees when both parents are eligible employees) may receive paid parental leave a maximum of three times. This maximum applies regardless of whether the employee has been employed by different campuses, divisions, or units or has had multiple employment periods.

Paid parental leave is limited to one use per child. An employee (or employees when both parents are eligible employees), for example, is not eligible for paid parental leave for the adoption of a child if the employee took paid parental leave for the initial foster placement of the same child.

Paid parental leave is not compensable to the employee upon termination of employment.

Other Paid and Unpaid Leave

Nothing in the use of paid parental leave will limit or otherwise restrict the use of leave without pay, accrued annual leave, sick leave, or group short-term disability within the guidelines of those programs and applicable law. In no case, however, may paid leave or disability programs used in any combination result in a payment of more than 100% of an employee’s base salary.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Natalie Hibdon, Human Resources	1/9/26
Ratified by:	Joint Operations	2/27/26
Recommended by Chancellor (Signature)		<div style="border: 1px solid red; padding: 2px; display: inline-block;">2/27/26</div>
UA Policy Alignment:	Board Policy 420.2	November 20, 2025 (Revised) May 23, 2024 (Adopted)