



Texas Christian University Policy

Policy Title: Paid Parental Leave

Policy Subject: Eligibility for paid parental leave

Division: Human Resources

Policy Number: 6.010

I. Applicability

This policy applies to benefits-eligible employees.

II. Policy Statement and Purpose

The University is committed to supporting employees who become parents through the birth, adoption, or foster care placement of a child. To support the employees, the University provides paid parental leave to eligible staff members.

III. Policy Definitions

There are no policy definitions.

IV. Policy

Overview of Benefit

Full-time, benefits-eligible employees receive up to twelve weeks of Paid Parental Leave (PPL).

When both parents are employees of the University, the twelve weeks of PPL is shared, meaning combined PPL for both employees may not exceed a total of twelve weeks. PPL runs concurrently, not consecutively, with other leave types including leave pursuant to the Family Medical Leave Act (FMLA). This policy applies to births (date of delivery), adoptions, and foster care placements that occur on or after June 1, 2020.

Eligibility

Benefits eligible staff members are eligible for the Paid Parental Leave benefit described in this policy if they:

- 1) have been employed by the University for the past twelve months in a benefits-eligible position,
- 2) are employed in a .75 FTE or greater position,

- 3) plan on returning to a benefits-eligible position at the University after using PPL, and
- 4) are the parent or guardian of the child.

A parent is defined as either:

- 1) a biological, adoptive, or foster parent,
- 2) a stepparent, or
- 3) a legal guardian.

Employment as a student or temporary employee, or other non-benefits-eligible position does not count toward meeting the twelve-month employment requirement.

Use of Leave

- A. The Paid Parental Leave may be used during the 12 months immediately following the birth, adoption, or foster placement of the child.
- B. PPL leave is paid at the staff employee's base rate of pay. PPL must be used consecutively, unless shared with a parent who is an employee. PPL is not eligible for intermittent use.
- C. Holiday and University closings that occur during PPL will not extend the PPL period.
- D. Employees may be eligible for additional time off beyond PPL if the employee meets eligibility criteria for applicable leave.
- E. Employees who exhaust PPL and are deemed eligible for FMLA must use their accrued sick leave for the extended period.
- F. Like FMLA, PPL provides job protection during the approved period.
- G. PPL may be terminated by the University if the employee communicates intent not to return to work in a benefits-eligible position.
- H. PPL does not accrue and will not be paid out upon separation from employment or transfer into a non-benefits-eligible position.
- I. Birth, adoption, or placement of multiples (twins, triplets, etc.) does not extend the twelve-week maximum allowed for PPL.
- J. In the event of the heartbreaking death of a child, or reassignment of an adopted or foster child during PPL, contact Human Resources at askhr@tcu.edu or 817-257-7790 for assistance through this process.

Payment of PPL Benefit

Paid Parental Leave payments are subject to withholding, garnishments, and collections in accordance with university policy, state guidelines, and federal regulations. Existing and authorized contributions toward insurance premiums, flexible spending accounts, and retirement savings plans will continue during PPL.

Staff Member Responsibility

To access the PPL benefit, employees will apply using the standard FMLA process with Human Resources. Employees must notify their supervisor or department chair/leader prior to, or as soon as practical, of their need to use PPL. Employees who anticipate their need for additional time off beyond the twelve-week PPL period must coordinate with their supervisor or department chair/leader as soon as possible to allow planning for continuity of departmental operations. Prior to return from leave, employees are asked to submit documentation that verifies birth, adoption, or placement of a child.

Department Responsibilities

The HR department will complete a Personnel Action Form (PAF) that includes the beginning and ending dates for PPL (PAF@tcu.edu).

Human Resources Benefits Department Responsibilities

The HR Benefits Department determines employees' eligibility for use of PPL. The Benefits Department may ask the employee for documentation to verify the birth, adoption, or foster care placement of a child.

V. Enforcement

Failure to comply with or violations of this policy are handled in accordance with applicable University policies and procedures; which may include disciplinary actions up to and including termination from the University.

VI. Administrative Responsibility

The Vice Chancellor and Chief Human Resources Officer is responsible for administering and interpreting this policy.

VII. Policy History

Issued: June 1, 2020

Reviewed: May 23, 2022

Revised: August 9, 2022

VIII. Related Policies and Information

There are no related policies.

IX. Appendix

There are no appendices.

X. Approved By and Approval Date

Approved by Chancellor's Cabinet, April 2021