

§525 PARENTAL LEAVE

As said by Pope Saint Paul VI, “Children are really the supreme gift of marriage and contribute very substantially to the welfare of their parents” (Gaudium et Spes, 50). To aid parents as they welcome a child, this policy demonstrates our commitment to marriage and family life. This policy is in accordance with Church teaching on family life indicating that, by its nature, the love of husband and wife is ordered to a lifetime of communion with God and each other, with openness to creating and/or accepting a new human life into their family who they love and care for together. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or newly adopted child.

525.1. Policy Employees of the Diocese of Springfield in Illinois and its agencies will receive at least two weeks of paid leave in the events of childbirth or adoption of a child.

Procedures:

- a) All locations are required to provide at least two weeks of paid leave to eligible employees but may choose to provide more. The location will outline in an employee handbook how much leave is offered.
- b) “Weeks” are determined based on the employee’s normal weekly schedule.
- c) Eligible employees must meet the following criteria:
 1. Be currently employed by a diocesan parish, school or agency.
 2. Have been employed with the diocesan parish, school or agency as a full time or regular part time employee (See Policy §500 Employment Relationships).
 3. Be an expecting biological or adoptive parent.
 4. Intend to return to work following the leave.
- d) Amount, Time Frame and Duration of Paid Parental Leave:
 1. Eligible employees will receive a minimum of two weeks of paid parental leave for the birth or adoption of a child. A multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the amount of paid parental leave granted for that event.
 2. Employees are granted paid parental leave one-time in a 12-month period regardless of whether more than one birth or adoption occurs within that 12-month period. The 12-month period begins on the date of the birth or adoption of the first child.
 3. Approved paid parental leave must commence within thirty days of the birth or adoption of a child. The leave must be taken in a continuous block of time and cannot be taken on an intermittent basis.
 4. Parental leave does not affect the earning and/or use of other paid leave (e.g., vacation, personal, or sick time).

5. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Employees receiving benefits having an employee contribution must continue to make that contribution during the two-week parental leave period.
 6. Upon termination of the individual employee's employment, any unused paid parental leave for which he or she was eligible is not eligible to be cashed out.
- e) Requests for Paid Parental Leave
1. The employee will provide his or her supervisor and the appropriate personnel such as the Office for Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the location to substantiate the request.

<p>525.2. Policy This policy will run concurrently with Family and Medical Leave of Absence (FMLA), if eligible.</p>

Procedures:

- a) Paid parental leave will run concurrently with FMLA leave and will be counted toward the maximum 12 weeks of FMLA leave in a 12-month period. All other requirements and provisions under the FMLA will apply. Please refer to the Family and Medical Leave Policy for further guidance.
- b) After the paid parental leave is exhausted, the balance of any FMLA leave used by the employee may be either unpaid or compensated through the employee's accrued sick, vacation and personal time. Please refer to the Family and Medical Leave Policy for further guidance.
- c) Employees utilizing parental leave will remain in a benefit-eligible status while on parental leave.
- d) If a holiday occurs while the employee is on paid parental leave, the day will be charged to holiday pay; however, the holiday will not extend the total paid parental leave entitlement.
- e) If the employee is on paid parental leave when emergencies occur and employees are not required to report to work, that time will be recorded as paid parental leave, and will not extend the paid parental leave entitlement.