BOV Policy # 32 (2019) Parental Leave

Policy Title: Parental Leave
Policy Type: Board of Visitors
Policy Number: BOV Policy # 32 (2019)
Approval Date: 01/28/2019
Responsible Office: Human Resources
Responsible Executive: Vice President for Finance and Administration
Applies to: Most classes of employees

POLICY STATEMENT

Norfolk State University is committed to supporting the health, well-being, and professional growth of its employees. As part of this commitment, the University provides employees with a comprehensive range of benefits. This policy outlines the University’s paid parental leave benefit, which is available to most classes of employees who meet certain eligibility requirements.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions</td>
<td>1</td>
</tr>
<tr>
<td>Contacts</td>
<td>2</td>
</tr>
<tr>
<td>Parental Leave Policy Contents</td>
<td>2</td>
</tr>
<tr>
<td>Publication</td>
<td>3</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Related Documents</td>
<td>3</td>
</tr>
<tr>
<td>Forms</td>
<td>3</td>
</tr>
</tbody>
</table>

DEFINITIONS

Access to Parental Leave – An eligible employee who has provided the appropriate documentation may charge parental leave following the birth of an infant or date of an adoptive, foster, or custodial care placement of a child. Parental leave expires six (6) months after the birth or placement.
Adoption – The act of legally and permanently assuming the responsibility of raising a child as one’s own.

Child – A newborn biological child or a newly-placed adopted, foster, or custodial child under the age of eighteen.

Custodial Care – A placement authorized by a judgment, decree, or other order of a court providing for the legal and physical custody of a child.

Foster Care – The act of temporarily assuming the responsibility of daily care and supervision for a child removed from his or her birth family home due to issues endangering their health and/or safety. Parental leave may be used for temporary arrangements made through local departments of social services with the intent of reuniting the child with his/her birth family if possible.

Parent – Legally recognized biological, adoptive, foster, or custodial parent.

CONTACT(S)

The Office of Human Resources officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Human Resources.

PARENTAL LEAVE: POLICY CONTENTS

On June 25, 2018, Virginia Governor Ralph S. Northam signed Executive Order Number Twelve (EO-12), which provides a new paid parental leave benefit for classified employees (full-time, quasi-full-time, and part-time classified) and at-will employees appointed by the Governor. The State Department of Human Resource Management (DHRM) has interpreted and implemented EO-12 in DHRM Policy 4.21.

It is the policy of NSU to provide the same parental leave as afforded under EO-12 and DHRM Policy 4.21 to all full-time salaried NSU employees, to include Administrative and Professional Faculty and Teaching and Research Faculty, in addition to those employees covered by EO-12 and DHRM Policy 4.21. To be eligible, such employees must meet the same FML eligibility requirements as employees covered by DHRM Policy 4.21; that is, (1) they must have been employed by the Commonwealth for a minimum of twelve months in the last seven years, and (2) must have worked for at least 1250 hours in the previous twelve-month period.

Either or both parents who work for the Commonwealth are each entitled to this leave.
BOV Policy # 32 (2019) Parental Leave

All additional eligibility requirements and other conditions, as well as all benefits, set forth in DHRM Policy 4.21 applicable to employees covered by that policy shall be equally applicable to NSU employees to whom this coverage is extended under this policy. This policy is retroactive to the Governor’s Executive Order dated June 25, 2018.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: September 2020
- Approval date: Board of Visitors: 01/28/2019
- Revision History: None New Policy
- Supersedes: None New Policy

RELATED DOCUMENTS

Executive Order 12 (2018), Parental Leave for Commonwealth Employees

FORMS

None