



**BOV Policy # 32 (2019) Parental Leave**

**Policy Title:** Parental Leave  
**Policy Type:** Board of Visitors  
**Policy Number:** BOV Policy # 32 (2019)  
**Approval Date:** March 19, 2021  
**Responsible Office:** Human Resources  
**Responsible Executive:** Vice President for Operations & Chief Strategist  
for Institutional Effectiveness  
**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.

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**DEFINITIONS**

**Access to Parental Leave** – An eligible employee who has provided the appropriate documentation may utilize 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 of the child.



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**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 Operations and Chief Strategist for Institutional Effectiveness 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.



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Either or both parents who work for the Commonwealth are each entitled to this 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.

### **EDUCATION AND COMPLIANCE**

Employees are required to obtain pre-approval for parental leave. This policy will be explained and discussed in employee orientation and supervisor training. To ensure conformity to the requirements of this policy, the Office of Human Resources will communicate this policy via Campus Announcements. Violations will be reported to the Office of Human Resources immediately upon disclosure or revelations.

### **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: March 2024

- Approved by, date: Board of Visitors, March 19, 2021
- Revision History: January 28, 2019; December 11, 2020
- Supersedes: *None*

### **RELATED DOCUMENTS**

[Executive Order 12 \(2018\), Parental Leave for Commonwealth Employees](#)

### **FORMS**

None