

Time Off - Parental Leave

The Parental Leave policy provides eligible Faculty, Athletic Staff, Classified Staff and Administrators with paid leave for the birth or adoption of a child up to six (6) years of age.

Eligibility

Full-time Faculty, Athletic Staff, Classified Staff and Administrators who have twelve (12) months or more of service with Independence Community College may request Parental Leave.

Part-time Faculty, Athletic Staff, Classified Staff and Administrators shall be eligible for a pro-rated Parental Leave based on the length of service with Independence Community College.

Requests

Faculty, Athletic Staff, Classified Staff and Administrators are urged to request Parental Leave with as much advance notice as possible.

To request a Parental Leave, click here: [Insert form link here](#)

Human Resources will review the Parental Leave Request Form and determine if it qualifies for a Paid Parental Leave. Human Resources will respond to the employee with one of the following responses:

- Your Paid Parental Leave Request has been Approved
 - dates paid will be listed
 - Human Resources will work with your supervisor to find coverage for your position during your Paid Parental Leave
- Your Paid Parental Leave Request has been Denied
 - a detailed reason will be provided why the request was denied

Leave Period

If the paid Parental Leave is approved by Human Resources, the paid Parental Leave may be taken concurrently, consecutively, or at different times intermittently within the twelve (12) week period immediately following the qualifying event.

Employees, upon requesting parental leave, will be required to self-identify as a primary or secondary caregiver.

- a parent designated as primary caregiver will receive up to six (6) weeks of paid Parental Leave.
- a parent designated as secondary caregiver will receive up to three (3) weeks of paid Parental Leave.
- If both parents are employees and eligible for paid parental leave, one employee must be designated as the primary caregiver and one must be designated as the secondary caregiver.

- The fact that a multiple birth or adoption occurs (i.e., the birth or adoption of twins) does not increase the length of paid Parental Leave for that event.

Parental leave will be paid at the regular rate of pay and must be taken within the twelve (12) weeks immediately following the date of the child's birth or the adoption placement date.

Faculty, Athletic Staff, Classified Staff and Administrators will continue to accrue paid leave for which they are eligible during the Parental Leave period.

Official and observed holidays do not count against paid Parental Leave.

Employees utilizing paid Parental Leave on an official or observed holiday shall receive holiday credit.

Faculty and staff may be permitted to take leave of other types (i.e., sick leave and vacation leave) in addition to the six (6) or three (3) weeks of paid Parental Leave, in accordance with other applicable Kansas Board of Regents and ICC policies.

Nothing in this policy shall be construed as prohibiting the granting of additional leave beyond that permitted by this policy, or from reassigning eligible Faculty, Athletic Staff, Classified Staff member's or Administrators duties as related to the Parental Leave.

Any paid Parental Leave shall run concurrently with leave permitted under the Family Medical Leave Act (FMLA), if applicable.

Exclusions or Special Circumstances

Faculty, Athletic Staff, Classified staff or Administrators receiving Workers' Compensation pay are not eligible for Parental Leave.

Paid Parental Leave only applies during periods when the employee is in paid status.

Employees on academic year or less than twelve (12) month appointments may not request or receive paid Parental Leave for periods when not in a paid status.

Paid Parental Leave under this policy is not transferrable and cannot be donated through a shared leave program or in any other way. Any amount of paid Parental Leave not utilized by the eligible employee in the twelve (12) week period immediately following the qualifying event shall be forfeited.

This policy does not apply to employees represented by bargaining units until ratified by the bargaining unit.

Effective: 03/01/2021