

## ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.2.26.</b>		
<b>CHAPTER:</b> <b>Human Resources</b>	<b>ISSUED:</b> 4/4/12	<b>REV. A</b> 2/1/16	<b>REV. B</b> 1/1/2024
<b>POLICY:</b> <b>Parental Leave</b>	<b>PAGE 1 OF 1</b>		

### **PURPOSE**

The purpose of this policy is to provide paid parental leave to benefit-eligible University employees. Parental leave will provide parents with additional flexibility and time to bond with a new child, adjust to their new family situation, and provide increased balance to their employment and family obligations.

### **ELIGIBILITY**

To be eligible for parental leave, the employee must have been employed by the University in a benefit-eligible status during the entire 12-month period immediately prior to the birth or adoption of a child. In the case where both parents are Creighton employees, both are eligible for this leave.

### **POLICY**

The provisions of this policy are:

1. To provide six (6) weeks of paid leave for the birth or adoptive parent(s).
2. Eligible employees may use paid parental leave at any time during the first 12 months following the birth or adoption of a child. For adoptive parents the leave may begin at the time the employee travels to a destination to obtain the adoptive child.
3. Paid parental leave will run concurrently with Family and Medical Leave (FMLA). (please refer to University policy 2.2.14 regarding FMLA).
4. Supervisors, Deans, or Department Chairs are required to work with eligible faculty and staff to redistribute duties, including teaching responsibilities, during the entitlement period.

### **SCOPE**

This policy applies to all benefit-eligible employees (faculty and staff).

### **ADMINISTRATION AND INTERPRETATION**

Questions regarding this policy should be directed to the Associate Vice President of Human Resources.

### **AMENDMENT OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend or terminate this policy at any time.