Parental Leave

Policy Number	300.44.01	**Custodian**	Human Resources
Approved Date	8/16/2022		
Effective Date	8/16/2022	**Review Date**	August 2022
References:			

1. Purpose

White Earth Tribal and Community College (WETCC) provides up to 6 weeks (42 calendar days) of paid parental leave (maternity and paternity) for eligible employees for birth or adoption and up to 2 weeks (14 calendar days) for placement of a child for foster care.

2. Persons Affected

2.1. Employees

3. Policy

This policy is to ensure the following:

3.1. Employees have an opportunity for paid leave for the birth or adoption of a child or the placement of a child into their foster care.

3.2. The college allots leave at the designated allotment rate.

3.3. Employee benefits continue and accrue during the paid parental leave at the rate in effect before the employee took leave. Benefits continue and accrue if an employee uses annual or sick leave to take more than the allotted time for parental leave.

Employees who take more than the allotted time but do not have annual or sick leave will have to use leave without pay (LWOP) for the extra time and pay their benefit premiums bi-weekly to the college to keep their benefits current.

3.4. Parental leave is compensated at 100 percent of the employee's regular pay rate and paid on the regular pay period schedule. Employees may use their short-term disability benefits concurrently with their paid parental leave.

3.5. Employees take parental leave consecutively. Employees who return to work before the end of the allotted period for parental leave forfeit the remaining leave balance.

3.6. Employees use parental leave and FMLA leaves concurrently.

3.7. Employees cannot claim time off to compensate for holidays or breaks that occur during their parental leave.

4. Definitions

4.1. Birth. The act or process of bearing or bringing forth offspring.

4.2. Adoption. The act of taking a child legally into your family to raise as your child.

4.3. Placement for foster care. The placing of a child in the home of an individual other than the child's parent or guardian.

4.4. Maternity. The state of being a mother.

4.5. Paternity. The state of being a father.

4.6. Parental Leave Eligible Criteria. Employees must meet the following criteria to be eligible for parental leave:

- Employed full-time with WETCC
- Employed with WETCC for a minimum of one year, including transfers from another White Earth entity
- Worked 1,250 hours or more in the 12 months preceding the date the leave begins
- Given birth, a spouse or committed partner of a woman who has given birth, adopted, or had a child placed for foster care

4.7. Allotment rate. Parental leave is allotted and limited as follows:

- Birth: maximum 6 weeks once per 12 months from the date of birth.
- Adoption: maximum 6 weeks once per 12 months from the date of adoption.
- Placement into foster care: 2 weeks per placement with a maximum of 6 weeks per 12 months from the date of the first placement.

5. Procedures

5.1. Employees notify their supervisor at least 30 days before needing to use parental leave or as much notice as practical if the leave is unforeseen.

5.2. Employees complete the necessary forms with HR and provide requested documentation immediately after they have notified their supervisor. Documentation may include any of the following:

- Physician's statement
- Recognition of parentage
- Applicable court documentation
- Guardian documentation
- Birth certificate

5.3. HR notifies the Finance Department of the need for parental leave and the number of hours to deposit into the employee's parental leave folder.

5.4. Finance deposits the hours into the parental leave folder.

5.5. Finance enters parental leave on the employee's timecard while they are on parental leave.

5.6. Finance removes any unused leave from the parental leave folder upon the employee's return to work.

Revision History

Rev. Date	Rev. No.	Revision
Pending	300.44.01	New policy