

Policy on Paid Parental Leave

HUMAN RESOURCES

Effective Date:
November 1, 2018

Date Revised: N/A

Supersedes: N/A

Related Policies:
Policy on Leaves of
Absence

Responsible
Office/Department:
Human Resources
Management

Keywords: paid leave;
parental leave; paid
absences; Family
Medical Leave Act

I. Purpose and Scope

Northeastern University is committed to assisting and supporting new parents as they balance work and family matters by offering parents time to bond with their new children. Accordingly, this policy provides eligible employees with a period of paid time off to care for newborn or newly-placed children.

This policy applies to benefits-eligible faculty and staff who have completed at least three months of continuous service with Northeastern University.

II. Definitions

For purposes of this policy,

Eligible Parent: An Eligible Parent is a: (1) benefits-eligible faculty or staff member who has completed at least three months of continuous service with the university; and (2) who is a biological parent, a spouse or domestic partner of a person who has given birth to a child, or an adoptive parent or foster parent of a newly placed child. An employee who has an existing familial bond with a spouse or partner's child is not an Eligible Parent under this policy.

Paid Parental Leave: Paid Parental Leave (PPL) is an authorized paid or partially paid absence from work for the birth of a child, adoption of a child under the age of 18 or under the age of 23 if the child is mentally or physically disabled, or the placement of a child for foster care or legal guardianship pursuant to a court order.

III. Policy

Eligible Parents with greater than twelve months of continuous service to the university are entitled to take up to eight (8) weeks of paid parental leave for the purpose of bonding with their newborn or newly-placed children. The first four (4) weeks of bonding leave will be 100% paid and the second four (4) weeks of bonding leave will be 50% paid. In addition, employees who give birth are eligible for four (4) weeks of leave to recover from childbirth upon submission of appropriate documentation. Childbirth recovery leave will be 100% paid and will be taken immediately following the birth of the child.

Eligible Parents with more than three months but less than twelve months of continuous service to the university are entitled to eight (8) weeks of PPL for the purpose of bonding with their children. For these employees, the first two (2) weeks of bonding leave will be 100% paid, the second two (2) weeks will be 50% paid, and the last four (4) weeks will be unpaid. In addition, eligible employees with less than a year of continuous service who give birth are eligible for two (2) weeks of childbirth recovery leave, which will be 100% paid. These employees may choose to take their childbirth recovery leave concurrently with the unpaid portion of their bonding leave.

	Service: 12 months or greater		Service: Greater than 3 months but less than 12 months	
	Weeks	Pay	Weeks	Pay
Birth Recovery	4	100%	2	100%
Bonding leave	4	100%	2	100%
Bonding leave	4	50%	2	50%

PPL must be concluded within 12 months after the birth or placement of the child. Eligible Parents may take PPL in full as described above or in two-week increments within the 12-month period, as supported by appropriate documentation and in consultation with the eligible parent's immediate supervisor.

If two employees are parents to the same child, they are each entitled to their own PPL. Employees who parent multiples (e.g. twins; triplets) may be entitled to additional unpaid leave consistent with applicable law.

PPL shall run concurrently with leave taken under any federal or state leave law, including the Family Medical Leave Act (“FMLA”). Under the FMLA, employees may be eligible for up to 12 weeks of unpaid job protected leave.

IV. Additional Information

Generally, an Eligible Parent must give 30 days advance notice of their intention to use PPL and to return to work at the conclusion of such leave. If factors beyond the employee’s control prohibit this notice, they shall provide notice as soon as reasonably practicable. Notice and requests for PPL must be made to Human Resources Management (HRM) and the Eligible Parent’s immediate supervisor.

An employee who returns to work at the conclusion of their PPL is entitled to return to the same, or a similar, position. Eligible Parents will maintain their base rate of pay and benefits, including accrual of paid time off and sick leave, while on PPL.

The University will not tolerate retaliation against any parent who takes PPL. However, an employee who fails to return to work at the conclusion of PPL will be considered to have abandoned their position with the university.

V. Contact Information

For questions about this policy, or any university policy regarding leaves of absence, please contact the HRM Customer Service Center by telephone at 617-373-2230 or by email at HRMInfo@neu.edu.