

Parental Paid Leave of Absence Policy

This leave of absence allows for a specified period of appointment- and stipend-protected leave associated with the birth or adoption of a child.

1. Parental Paid Leave of Absence Provisions

- 1.1. A funded graduate student on a leave of absence from appointment responsibilities for childbirth or adoption receives 100 percent of the stipend and other benefits associated with the appointment.
- 1.2. The maximum length for this paid parental leave of absence will be,
 - a. For a birth mother or parent taking on the role of a primary caregiver, up to six weeks or until the last day of the appointment, whichever comes first.
 - b. For a spouse or domestic partner, up to three weeks or until the last day of the appointment, whichever comes first.
- 1.3. The same appointment status (with equivalent benefits, pay, and other terms) will be available after this leave of absence has been taken, provided the appointment or reappointment would normally have been available. Assigned duties, however, may be subject to change.
- 1.4. A leave of absence following the birth or adoption of a child shall not have a negative impact on appointment status or opportunities.

2. Definitions

- 2.1. Birth mother, a female who gives birth to a child.
- 2.2. Parent taking on the role of a primary caregiver, the person who has primary responsibility for the care of a child immediately following birth or adoption.
- 2.3. Spouse or Domestic Partner, a spouse is defined as a person who is recognized under state or federal law. This includes same sex spouses when legally married in a state or country that recognizes same-sex marriages. A domestic partner is defined as individuals who share a regular and permanent residence, have a committed personal relationship, can demonstrate financial interdependence, who are not related by blood and who are not legally married or in another domestic partnership.

3. Eligibility for Parental Paid Leave of Absence

- 3.1. A student,
 - a. Must have completed two consecutive semesters on any graduate appointments (graduate, teaching, or research), of at least 15 hours per week, paid through the Ohio University payroll system, prior to the date a leave of absence is to commence.
 - b. Must hold a current graduate appointment of at least 15 hours per week (or multiple concurrent graduate appointments combined for at least 15 hours per week) paid through the Ohio University payroll system to be approved for a leave of absence. In the case of multiple appointments, different appointing units should work together with the student

(and the enrolling unit, where appropriate) to create a coherent plan for the leave of absence.

- 3.2. Graduate students funded by external agencies are also subject to the guidelines established by the funding agency.
- 3.3. Reasonable progress toward degree and good academic standing are required to be approved for a paid leave of absence. In most instances, full-time registration is also required during the Parental Paid Leave of Absence. Requirements for full-time enrollment may be reduced with the approval of the appropriate Advisor, Departmental Chair, Graduate Committee, the Graduate College, and other relevant entities (such as a funding agency.). Additionally, international students must check with their International Student and Faculty Services (ISFS) and/or the Graduate College Director for International Student Services to ascertain that their visa status is maintained during the leave of absence.

4. Use

- 4.1. A paid parental leave of absence as described in this policy,
 - a. should generally commence immediately following the birth or adoption of a child, but in some instances, may commence prior to the event when deemed medically necessary or when requisite to fulfill the legal requirements for an adoption.
 - b. should be completed within six weeks from the birth or adoption of a child and is not intended to be used intermittently (but see 4.2 below).
 - c. will be available for each funded graduate student, for each birth or adoption event. The number of children involved does not increase the length of a leave of absence granted for each event.
 - d. Requires a completed Parental Paid Leave of Absence form, filed with the Graduate College in advance. In addition, written notice should be provided to immediate supervisor and/or advisor, or appropriate person within the department as far in advance as possible, and, whenever possible, prior to assignments being made for the semester or summer term of the proposed leave of absence.
- 4.2. When both parents are eligible to request paid parental leave of absence as described in this policy, both leaves of absence may be requested concurrent or consecutively, but it is not transferable from one parent to another.