



Staff Parental Leave Policy Effective 3/1/2018-Frequently Asked Questions

Updated 07/01/19

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7. How does the policy work if I have at least one year of service but fewer than two years of service?

Staff members who have completed one year of continuous, full time service bu



3. Due to complications with my own health, I used twelve weeks of FMLA shortly before giving birth to my child. Can I still use Parental Leave?

When an FMLA-eligible employee exhausts available FMLA leave prior to the delivery or placement of a child, the parent will be able to use Parental Leave once the child is born or placed. Parental Leave cannot be used prior to the child's birth or placement.

#### Caregiver Sick Leave

1. What is caregiver sick leave and how does it interact with paid parental leave?

Caregiver sick leave allows a staff member to use up to 10 days (80 hours if 1 FTE) in a calendar year of the employee's accrued sick leave to miss work to care for a sick relative. The relationships covered by Caregiver Sick are found in Section 7.4 of the [Staff Sick leave policy](#). An employee can use Caregiver sick leave to be paid during approved FMLA leave provided the family member is a parent, spouse or child and has a serious health condition. Caregiver Sick leave can also be used outside of FMLA to care for a relative later in the year.

2. I have missed work to care for a relative who is not a relative covered by FMLA. Can I use Caregiver Sick Leave to be paid during my absence?

Yes, the Caregiver Sick Leave policy allows an employee to use some of his or her accrued sick leave to care for relationships that FMLA does not cover such as in-laws, step-parents and adult children not covered by FMLA. Be sure to review section 7.4 of the [Staff Sick Leave policy](#) to determine if your caregiving relationship qualifies.

3. Is Caregiver Sick Leave protected leave similar to FMLA?

No, Caregiver Sick Leave is not protected time off and is subject to department approval. Leave time can be denied in the interest of business needs of the departments. An employee cannot use Caregiver Sick Leave if the employee does not have sufficient sick leave to draw from.

4. Can I use FMLA to care for my adult children?

FMLA defines a child as a son or daughter under 18 years old. Eligible employees may use FMLA to care for adult children (18 years or older) when the adult child is "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence.

#### Time Entry Examples:

- A. Employee delivers baby on 1/1/19. She has a normal delivery and her FMLA

