

What is Paid Parental Leave (PPL)?

If you are the primary caregiver, PPL provides paid leave* for the birth of a child, the placement of a newly adopted child under the age of 7, or the initiation of travel to take custody of a newly adopted child. Adoption of a child over the age of 7 also qualifies, if the adoption process requires such leave. (This policy cannot be used, however, in the event of adoption of a spouse's or domestic partner's child.)

**An eligible individual is paid his/her base salary for the period of the leave (maximum 6 weeks) and is not required to use sick and/or vacation.*

What is teaching release?

Under this PPL policy, teaching release is defined as release from specifically assigned classroom teaching duties for the same academic semester during which PPL is taken. Alternative duties as agreed between the parties for any period of the semester not covered by PPL are expected to continue during the semester of teaching release, except during the PPL (maximum 6- week period).

The faculty member must be the child's primary caregiver in order to be eligible for teaching release. An affidavit will be required.

Who determines if I am eligible for teaching release?

The Academic Unit Head and Dean in conjunction with the Provost Office will make the determination regarding eligibility.

Who is eligible for PPL?

AAUP-represented faculty members are eligible for PPL.

What is the application process?

The faculty member intending to take PPL must provide his/her Academic Unit Head with written notification in the form of a PPL Application at least 90 days in advance of the leave, or as soon as practicable. The PPL Application should indicate the anticipated birth or adoption date, the length of the PPL (maximum 6 weeks), the semester in which the PPL is to be taken, whether teaching release is requested, and confirmation the faculty member will be the primary caregiver during PPL.

What other documentation is required?

The faculty member must also provide a Certification of Health Care Provider (CHCP) (for a birth) or court or other documentation (for adoption).

How does FMLA fit in?

If the faculty member is eligible for FMLA, it will run concurrent with PPL.

What if the faculty member is not eligible for FMLA because he/she has only been at UC for 6 months? Is he/she still eligible for PPL?

If the faculty member is not eligible for FMLA yet, he/she is still eligible for PPL if all other requirements are met.

Can a birth mother take six weeks of paid medical leave for physical recovery from the birth (using sick leave days), and then take an additional six weeks of paid parental leave?

No. The PPL is intended to be used in lieu of sick leave for the birth or adoption of a child. It is expected that PPL will be taken as soon as possible after the birth or adoption, or in the immediate next primary semester. PPL must be completed within 6 months of the birth or placement for adoption.

Can PPL be taken on an intermittent basis?

No.

What if I am the birth mother and my baby is due on October 13 (about mid-semester). When does my PPL begin? When does my PPL end?

You should discuss the effective date of your PPL with your Academic Unit Head; however, the intent of the PPL policy is that it begins as soon as possible following the birth. You should also consider if you will request teaching release for the full semester of the birth (i.e., the Fall semester), or if it is feasible given your academic unit's work schedule and your duties, to take the teaching release during the next semester (the Spring).

If you are requesting teaching release for the Fall semester and your request is approved, your teaching release may begin at the *start* of the fall semester, with alternative duties as agreed between you and your academic unit head, for any period of the semester not covered by PPL.

What if additional time is needed for medically-related reasons (e.g., difficulties with the birth or preeclampsia) before the baby is born?

A faculty member may use accrued sick leave before the birth of the child for medically-related reasons.

Example: Your physician releases you from work two weeks before the expected due date. You may use sick leave (per Article 17) for this two week period. Once the baby is born, you will transition to PPL and will no longer need to use sick leave days.

I am a female unrepresented employee (e.g., staff or part-time faculty member) expecting a baby and my spouse is a male AAUP-represented faculty member. How much PPL is he eligible for? Can he take his PPL at the same time I am on Medical Leave? Must he be the primary caregiver in order take PPL?

Your spouse, as an AAUP-represented faculty member, is eligible for a maximum 6 weeks of PPL in addition to teaching release, provided he is the primary caregiver.

He is not eligible to take PPL at the same time you are on medical leave, unless he will be the primary caregiver. He may be eligible to take PPL when you return to work as long as he does so within six months of the baby's birth.

Alternatively, he may be eligible to use sick time per Article 17 during your post-delivery recovery provided a CHCP is submitted.

I am adopting a child from a foreign country. When does PPL begin? What if I want to take additional time off?

Your when travel is initiated to take custody of the child. If you feel you need additional time off beyond the limits of the PPL, you may request an unpaid Personal or Childrearing Leave per Article 19.1 or 19.2 of the AAUP collective bargaining agreement.

I am considering adopting a special needs child. Is additional time off available?

You may request an unpaid Personal or Childrearing Leave per Article 19.1 or 19.2.

I am adopting my new spouse's children. Am I eligible for PPL?

No.

What happens to my benefits while on PPL?

A faculty member who is taking PPL will be paid his/her base salary for the period of the full release from duties (maximum 6 weeks). All benefits will remain in force during that six-week period, and premiums will be deducted from your paycheck in accordance with normal practice. During the teaching release period of the PPL, again, all pay and benefits remain as normal.

What happens to my retirement plan contributions while on PPL?

Both you and the university will continue to contribute to the retirement plan in which you are a member, as usual.

Is PPL extended when a holiday occurs during PPL time off?

No.

Is PPL extended during a university break?

No.

How often may a faculty member take PPL?

There is no limit to the number of times a faculty member may use PPL during the course of his/her employment with UC as long as all other eligibility requirements are met.

If a faculty member has a multiple birth (e.g., twins or triplets), or adopts more than one child at the same time, will he/she receive any additional time under PPL?

No. The period of time available is not extended for multiple births or in case of adopting more than one child at the same time.

How much notice should a faculty member give his/her Academic Unit Head of intent to apply for PPL?

Ninety days is expected as a minimum, unless circumstances prevent you from giving notice earlier (e.g., adopting parents are sometimes given short notice that a child is ready to come to their home). In all cases, we ask that you give notice as early as possible in order to allow your academic unit head plenty of time to make scheduling arrangements.

Does a faculty member accrue sick time while on PPL?

Yes.

Can this benefit be used by two AAUP-represented faculty members for one birth or adoption?

Yes, if both parents are AAUP-represented faculty; however, both parents cannot use PPL at the same time.

For “dual faculty” couples, all PPL use must be completed within 12 months of birth or adoption.

What does it mean to be the ‘primary caregiver’?

A primary caregiver is defined as the individual who has primary responsibility for the care of a child following the birth or the child coming into the custody, care, or control of the parent for the first time. The definition applies to both births and adoptions.

**How does PPL apply if my child is born or I adopt a child during my non-primary semester?
(For most two-semester faculty this is the Summer term.)**

You may request PPL and teaching release in the immediate next following semester.

I am a 12-month faculty member. Am I eligible for PPL?

Yes, the benefit is identical.

How does PPL work for a 12-month faculty member?

The same as for two-semester faculty, except there is not a primary or secondary semester. You may request a PPL in the semester in which the birth or adoption takes place, or the immediate next semester. All other provisions are identical as described above.