



Policy Title	Parental Leave Pay
Policy Number	B-32
Page	1 of 2

PARENTAL LEAVE PAY	
PURPOSE	Memorial will provide parental leave pay to employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. This pay will run concurrently with Family and Medical Leave Act (FMLA) leave.
SCOPE	Regular full-time and part-time benefits-eligible employees who have been employed by Memorial Healthcare System for at least one (1) year and have completed 1,250 hours of employment during the prior twelve (12) months. Staff relief employees are not eligible for parental leave pay, regardless of hours worked.
POLICY GUIDELINES	<p>Eligibility</p> <p>Eligibility mirrors that for Family and Medical Leave Act (FMLA) leave. In order to be eligible for parental leave pay, the employee must be approved for parental leave under FMLA for one of the following reasons: the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. Staff Relief employees are not eligible for parental leave pay, regardless of hours worked or FMLA leave approval.</p> <p>Amount of Parental Leave Pay</p> <p>Effective July 17, 2022, eligible employees will receive a maximum of four weeks of parental leave pay per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of pay granted for that event. In addition, in no case will an employee receive more than four weeks of parental leave pay in a calendar year, regardless of whether more than one birth, adoption or foster care placement event occurs within that timeframe. The increased benefit amount of four weeks is not retroactively applied to leaves taken (or started) prior to July 17, 2022.</p> <p>Parental leave pay is paid at 100 percent of the employee’s regular hourly rate. Shift differential is included.</p> <p>Parental leave pay may be used only in conjunction with an approved FMLA leave for parental purposes. Parental leave pay is used for the first four weeks of absence for birth, adoption or placement of a child with the employee, as long as FMLA leave is approved.</p> <p>Employees who are not eligible for FMLA leave, have exhausted all available FMLA leave, or are seeking leave for parental reasons under another type of leave are not eligible for parental leave pay.</p> <p>Employees must use parental leave pay in one continuous block and must use all available pay during the first four weeks of absence for parental leave reasons. If for any reason, the employee does not take leave immediately upon the birth or placement, the pay must be used in conjunction with FMLA leave within the first twelve (12) weeks of the birth or placement of the child. Any unused parental leave pay will be forfeited.</p> <p>Upon termination of the individual’s employment, he or she will not be paid for any unused parental leave pay for which he or she was eligible.</p>

HUMAN RESOURCES POLICY



Policy Title	Parental Leave Pay
Policy Number	B-32
Page	2 of 2

	Unused parental leave does not “rollover” to the following calendar year.
PROCEDURES	<p>Upon receiving notice that an employee is approved for FMLA parental leave, the employee’s manager shall use the pay code designated for Parental Leave Pay and enter pay into TASS for the equivalent of four weeks of the employee’s regular schedule, as determined by the employee’s FTE on record in the Talent Management system.</p> <p>The first four weeks of leave should be paid using designated pay code , “PPL” (Parental Leave Pay)</p> <p>The remainder of the leave is paid following the Disability Leave Benefits and Paid Leave policies:</p> <ul style="list-style-type: none"> • The first 24 hours following exhaustion of parental leave pay is paid using Paid Leave (or unpaid if no available hours), then • Disability Leave hours may be used for six weeks for adoption or non-caesarian delivery; eight weeks for caesarian delivery. • Upon exhaustion of Disability Leave hours, Paid Leave hours are used. • Upon exhaustion of Paid Leave hours, the remainder of the leave is unpaid.
REFERENCES	B-20 Family and Medical Leave Act (FMLA)
ORIGINAL ISSUE DATE	Effective January 1, 2022
REVIEW/REVISION DATES	July 17, 2022
POLICY OWNER	<p>Human Resources</p> <p>If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict.</p> <p>Memorial reserves the right to modify this policy in whole or in part, at any time, at the discretion of Memorial or as required by applicable law, regulation, or governing/accrediting body.</p> <p>Employees who have questions regarding information contained in this policy should contact the Human Resources Department.</p>
ONLINE LOCATION	All policies are subject to amendment. The most recent version of this policy can be accessed internally online: http://docs/Documents/Policies and Procedures/Systemwide/Human Resources