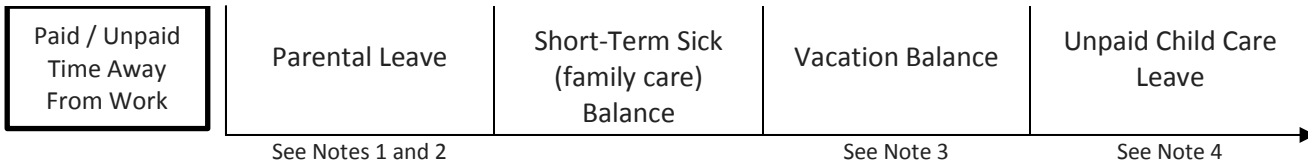


**Birth of a Child or Adoption (Non-birth parent)
Instructional Staff ***

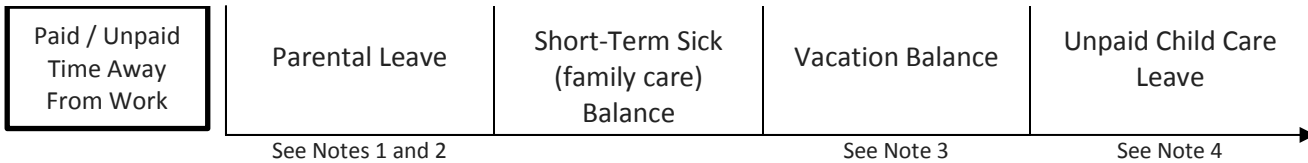
Example A: Non-birth parent requests time off for bonding with the child following the birth or for a newly placed adopted child, qualifies for FMLA, and is eligible for parental leave

FMLA Usage

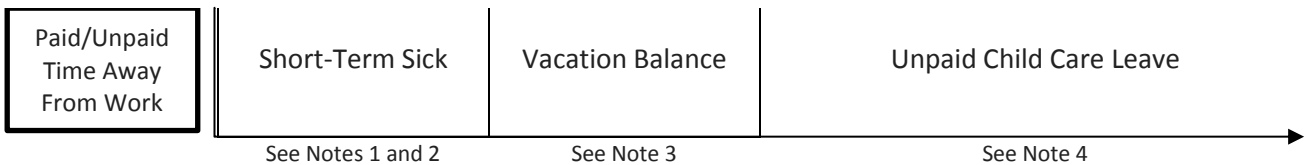
Absences for an FMLA qualifying event may be counted toward the employee's 12 weeks of eligibility under the FMLA from the beginning of the employee's absence.



Example B: Non-birth parent requests time off for bonding with the child following the birth or for a newly placed adopted child, does not qualify for FMLA, and is and is eligible for parental leave



Example C: Non-birth parent requests time off for bonding with the child following the birth or for a newly placed adopted child, does not qualify for FMLA, and is not eligible for parental leave



Notes:

1. Consistent with unit practices, documentation provided to the University that confirms the family relationship
 2. Use may be continuous or intermittent. Scheduling is at the discretion and approval of the department. See the Paid Maternity (Childbirth) and Parental Leaves SPG for scheduling guidance. When not eligible for parental leave, the employee has the option to use short-term sick for bonding with the child
 3. Regular instructional faculty with a 12-month appointment are eligible for vacation
 4. Begins when the employee's FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when parental leave/short-term sick/vacation balance is exhausted. Length of time an employee may be off work is governed by terms of the Unpaid Leaves of Absence (Instructional) SPG.
- * The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (AFSCME, GEO, IUOE, LEO, MNA, POAM, Trades, etc.).