

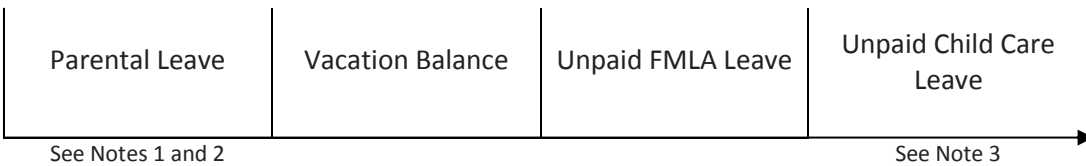
**Birth of a Child, Adoption, Foster Care or Appointed Legal Guardianship (Non-birth parent)
Non-Bargained for Staff ***

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

FMLA Usage

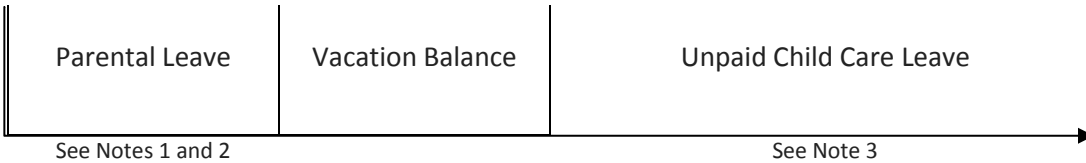
Absences for an FMLA qualifying event will be counted toward the employee's 12 weeks of eligibility under the FMLA from the beginning of the employee's absence. Use the FML time code from the start of the absence until eligibility under the FMLA is exhausted

Paid / Unpaid Time Away From Work



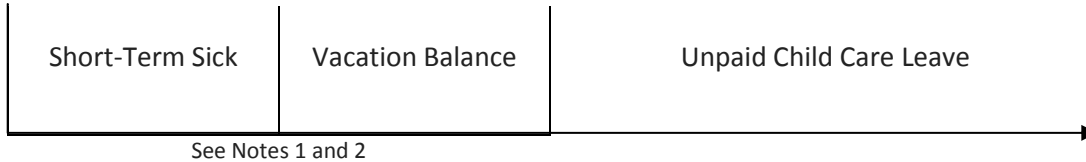
Example B: Non-birth parent requests time off for bonding with the child following birth or for a newly placed adopted or foster child, or newly appointed legal guardianship of a child, does not qualify for FMLA, and is eligible for parental leave.

Paid/Unpaid Time Away From Work



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

Paid/Unpaid Time Away From Work



Notes:

1. 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. Begins when the employee's FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when parental leave/vacation balance is exhausted. Length of time an employee may be off work is governed by terms of the Unpaid Leaves of Absence 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.).