Provided below is information about Pennsylvania’s State System of Higher Education Parental Leave Without Pay entitlements. This entitlement exceeds those required by the Family and Medical Leave Act of 1993 (FMLA)*. All parental leave without pay used under this policy will be designated as leave under the provisions of the FMLA.

**Eligibility and Entitlement**
Permanent employees are entitled to six months (982.5 hours for employees working 7.5 hour days, 1,048 hours for employees working 8.0 hour days, or a pro-rated amount of hours for part-time employees) of parental leave without pay upon the birth, adoption, or foster care placement of a child. Leave is calculated on an hour for hour basis against the hours of entitlement.

At the discretion of the University, at the end of the initial six-month parental leave without pay entitlement, an extension of parental leave without pay may be granted.

The entitlement to parental leave without pay expires one year from the date of birth, adoption, or foster care placement regardless of whether or not the full parental leave without pay entitlement was used.

Subject to management’s approval, employees may use leave on an intermittent or reduced-time basis at any time before the initial six-month parental leave without pay entitlement expires.

**Absence Requests and Using Leave**
All requests for parental leave without pay shall be made at least two weeks in advance if circumstances permit and must state the anticipated duration of the leave. When not foreseeable, requests shall be made as soon as practicable to ensure protection under the FMLA.

When disabled due to childbirth or other disability, employees may use accrued sick leave or sick leave without pay. Before, during, after or instead of parental leave without pay, employees may use accrued annual and/or personal leave, provided the leave usage would qualify as parental leave without pay. Paid leave may not be anticipated. The use of paid leave shall not be included when calculating the parental leave without pay entitlement.

**Benefits Entitlement**
Employees are eligible for a maximum of six months (982.5 hours for employees working 7.5 hour days, 1,048 hours for employees working 8.0 hour days, or a pro-rated amount of hours for part-time employees) of benefits while on parental leave without pay. The benefit entitlement includes both short-and long-term unpaid absences, and is cumulative for both sick and parental leave. The following benefits continue during the initial six months of approved parental leave without pay absence:

- Basic group life insurance coverage (employer paid) will continue.
• Health and prescription drug coverage for employees enrolled in the State System Active Employee Health Program will continue provided the employee pays the employee share of premiums, which will be billed by the central office of the State System.
• Dental and vision for employees enrolled in the State System Supplementary Benefits Program will continue.
• Voluntary long-term disability benefits and/or group life and personal accident insurance coverage will continue provided the employee pays the premiums, which will be billed by the central office of the State System.

You will receive a notice from the central benefit office of the State System at the beginning of any unpaid leave regarding your payment options for any missed employee premiums.

Employees must contact the Human Resources office to add any new dependents to medical, prescription and/or supplemental benefits contracts within 60 days of birth or assuming custody of a child.

While on an additional six month extension, you will not be eligible for employer-subsidized health benefits, however under the provisions of the Affordable Care Act (ACA) you will be eligible to enroll in the State System’s ACA health plan. The ACA health plan is the Highmark PPO plan, which includes prescription drug coverage. The cost of the ACA PPO plan is not subsidized by the State System; if you elect coverage in this plan you will be paying the full plan costs.

**Right of Return**
Employees have the right to return to the same position in the same classification or an equivalent position with regard to pay and skill upon return from parental leave without pay. Failure to return to work following the termination of a parental leave without pay shall subject the employee to disciplinary action up to and including termination effective on the first day after the parental leave without pay ends.

Questions concerning this notice may be referred to the Human Resources office.

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*The Family and Medical Leave Act of 1993 (FMLA) requires qualifying employers to provide at least 12 weeks of leave (with or without pay) with benefits within a 12-month period to employees:

- who have a serious health condition
- who become parents through childbirth, adoption or foster care placement
- who are needed to attend to the medical needs of a seriously ill family member
- who have a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or

Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

The employee must have been employed at least one year and worked at least 1,250 hours during the previous 12-month period. The one-year employment period need not be continuous and the 1,250 hours requirement includes regular and overtime hours paid, but do not include holidays and other paid time off.*