

Policies of the University of North Texas System Administration	Chapter 03
03.619 Parental Leave	Human Resources

Policy Statement. The University of North Texas System Administration (System Administration) provides for a reasonable period of leave for new parents who are ineligible for leave under the Family and Medical Leave Act (FMLA).

Application of Policy. All employees

Definitions.

None.

Procedures and Responsibilities.

1. Employees who do not meet the qualifications for FMLA are entitled to parental leave of up to twelve weeks. Requests for parental leave must be submitted to the employee's direct supervisor for approval through the designated leave procedure.
2. Parental leave is unpaid leave. However, employees with accrued vacation or sick leave are required to utilize all applicable paid leave during the period of time absent under this policy.
3. Sick leave may be used in conjunction with parental leave only as provided by System Administration Policy 03.609 (Sick Leave) and 03.622 (Sick Leave Donation).
4. Employees are required to provide their supervisor at least thirty (30) days' notice of intent to take parental leave. If thirty (30) days' notice is not possible, notice must be given as soon as practicable.
5. Parental leave begins on the date of the birth, adoption or foster care placement of the employee's child.

Responsible Party: Human Resources, Department, Employee

References and Cross-references.

Texas Government Code, Section 661.913

UNT System Administration Policy 03.606, Leave without Pay

UNT System Administration Policy 03.609, Sick Leave

UNT System Administration Policy 03.622, Sick Leave Donation

UNT System Administration Policy 03.621, Family and Medical Leave

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