

PAID PARENTAL LEAVE

Legal Authority: NCGS 126-8.6; 1C SBCCC 200.100

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Previous Editions: none

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Paid Parental Leave (PPL) is designed to promote families' physical and mental health, increase employee retention and morale. Craven Community College (the "College") provides this leave, consistent with North Carolina state law and North Carolina Community College System's policies, to all eligible employees. The President of the College is authorized to implement College Procedures for this purpose.

Definitions

- **Child.** The newborn biological child or a newly-placed adopted, foster or otherwise legally placed child under the age of 18, whose parent is an eligible employee under this policy.
- **Parent.**
 - The mother or father of a child through birth or legal adoption; or
 - An individual who cares for a child through foster or other legal placement under the direction of a government authority.
- **Public safety concern.** A significant impairment to the College's ability to conduct its operations in a manner that protects the health and safety of its students, faculty, and other staff. The extension of PPL to an eligible employee may constitute a public safety concern if the College is unable to secure mission-essential supplemental or alternate staffing during the requested PPL timeframe.
- **Qualifying event.** When an employee becomes a parent to a child.

Eligible Employees

Full-Time Regular and Part-Time Regular employees of the College, including those in probationary status, are eligible, provided that at the time of the qualifying event:

- The employee has been continuously employed for the immediate 12 preceding months by the College, or in an eligible State of North Carolina position (see NCGS 126-8.6(e)) without a break in service (see 25 NCAC 01D.0114); and
 - Periods of leave without pay such as workers' compensation or short-term disability preceding the qualifying event do not render the employee ineligible for PPL.
 - Periods of leave without pay (see 25 NCAC 01E.1100) shall not constitute a break in service.

- The employee must be eligible for Family and Medical Leave ("FML") by being in a pay status for at least 1,040 hours during the previous 12-month period.
 - Use (or exhaustion) of FML does not affect eligibility for PPL.

Leave Amount

Full Time Regular Employees

- Eight (8) weeks (i.e., 320 hours) to a parent giving birth to a child.
- Four (4) weeks (i.e., 160 hours) after any other qualifying event.

Part Time Regular Employees (Provided the 1,040-hours of service requirement is met)

- Four (4) weeks (pro-rated hours) to a parent giving birth to a child.
- Two (2) weeks (pro-rated hours) after any other qualifying event.

Paid Parental Leave Requirements and Limitations

- PPL is paid at the employee's regular rate of compensation (excluding shift differential, premium pay, stipends, and overtime).
- PPL shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. Employees may not use accrued sick leave, annual leave or other leave in lieu of PPL. PPL shall not be used prior to the qualifying event.
- If both parents are employed by the College, both may use PPL, if otherwise eligible. The leave may be taken simultaneously or at different times.
- Employees using PPL are afforded the remaining job protection under the Family and Medical Leave Act ("FMLA") for a total absence up to a total of twelve (12) weeks. Employees may use personal leave or take leave without pay to cover the additional absence. If an employee becomes eligible for FML while on PPL, the employee must apply for and use FML, and the leave runs concurrently with FML.
- PPL may only be used once within a 12-month (rolling) period for a qualifying event. A multiple birth, adoption, or legal placement (e.g., the birth of twins or adoption of siblings) is treated as a single qualifying event.
- Unused PPL is forfeited twelve (12) months after the qualifying event. PPL shall not accrue or be donated to another employee. PPL is not used for calculating an employee's retirement benefits and shall not be paid upon separation from the College.
- PPL may be taken during one continuous period, or as intermittent PPL