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<b>SUBJECT:</b>	Parenting Leave (Unpaid)
<b>POLICY NO:</b>	IV:22
<b>APPLICABLE TO:</b>	Regular Full-Time/Part-Time (0.5 FTE and Above) Employees
<b>PAGE NO:</b>	1 of 2
<b>EFFECTIVE DATE:</b>	August 1, 1992
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

Minnesota Law (Statute 181.94) and the Women's Economic Security Act (WESA) provide to certain eligible employees an unpaid parenting leave of a maximum of twelve (12) weeks for the birth or adoption of a child. In many cases, those who have previously taken Federal Family and Medical Leave (FMLA) during a 12 month period (see Family and Medical Leave Policy IV:20) will not be entitled to additional parenting leave under Minnesota law during that 12 month period. However, there may be certain situations in which an employee who has exhausted his/her Federal FMLA might be eligible for additional Minnesota parenting leave. As with all leaves, eligibility will be determined on a case-by-case examination of the employee's circumstances.

Minnesota parenting leave is available only to an employee who has 12 months of service preceding the leave and worked an average of half-time or more of the full-time equivalent of the employee's position. The leave can be taken any time in the first 12 months after the birth or adoption, or from when the child leaves the hospital, if later. If practical, an employee must provide HHRI with at least 30 days of notice before leave is to begin.

Massachusetts parental leave allows for up to eight (8) weeks of job projected family leave for the birth or adoption of a child. To qualify for the leave, an employee must have worked for HHRI for three (3) consecutive months in a full-time capacity prior to the leave.

II. PROCEDURE:

- A. An employee may use available vacation or holiday time to offset the unpaid leave. During the parenting leave, the biological mother must use available sick time for the period of disability. The amount of unpaid parenting leave available will be reduced by the amount of paid leave taken.
- B. Vacation and sick leave accrual will cease during any month when hours paid are less than 50% FTE.
- C. The employee is not paid for a holiday which falls during an unpaid leave of absence.
- D. During an unpaid parenting leave, payment for individual and dependent coverage premiums for health, dental and life insurance will be the employee's responsibility. Continuation of these benefits is possible by payment of the employee's portion of the premium.
- E. Retirement and 403B-7 contributions will cease during any unpaid leave time.
- F. Upon returning from leave, an employee will be returned to the employee's former position or a position of comparable duties, number of hours, and pay plus any automatic adjustments in the employee's pay scale that occurred during the leave. An employee retains all accrued benefits and seniority as if there had been no interruption in service.



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- G. An employee who is returning from a leave that is longer than one month must notify their supervisor at least two weeks prior to returning from leave.
- H. If HHRI experiences a workforce reduction during an employee's leave, and the employee would have lost his/her position had the employee not been on leave, the employee is not entitled to reinstatement.
- I. If HHRI, in its discretion, consents, an employee may return to work part-time during the leave period without forfeiting the right to return to employment at the end of the leave period.