

# **CAMERON UNIVERSITY**

## **Paid Parental Leave Policy**

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### **Policy Statement**

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Cameron University has established the Paid Parental Leave Policy to protect against loss of earnings for absences due to the birth and care of a newborn child or the placement of a child for adoption or foster care and to care for the newly placed child.

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### **Who Should Know This Policy**

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President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	All Employees
Department Chairs	
Directors	

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### **Responsibilities**

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<b>Responsible for Policy</b>	
University Officer Responsible	Vice President for Business and Finance

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## Procedure

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**STATEMENT OF PURPOSE:** Promote a family friendly work culture by implementing a Paid Parental Leave Policy that runs concurrently with the Family and Medical Leave Act (FMLA).

### 1.0 Benefit

One week (40 hours) of paid parental leave for the birth and care of a newborn child, or the placement of a child for adoption or foster care and to care for the newly placed child. The leave time will not be deducted from existing leave sources (sick or annual).

### 2.0 Eligibility Requirements

- 2.1 Must be a full-time benefited employee
- 2.2 Must be employed for one year at time of leave
- 2.3 Must be eligible under the FMLA

### 3.0 Stipulations

- 3.1. Only one occurrence of parental leave in a calendar year
- 3.2 In accordance with the employee handbook, other available leave balances may be used when the paid parental leave is exhausted.
- 3.3 An employee who returns to work for at least 30 calendar days is considered to have “returned to work for the purposes of the FMLA. If an employee does not return to work for a period of 30 calendar days following FML, the employee must reimburse the University for the paid parental leave.

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## Contacts

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Policy Questions: Director of Human Resources, (580) 581-2245

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## Forms

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In support of this policy, the following forms are included:

NA (Completion of FMLA forms are required)

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## Policy History

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### Policy

Issue Date: April 21, 2020  
Revised: February 12, 2025