



## **Paid Parental Leave Policy**

Effective as of May 1, 2025

Responsible Executive: Provost

Office: Human Resources

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## STATEMENT OF POLICY

It is the policy of Purdue University Global (PG) to provide Paid Parental Leave (PPL) to benefits-eligible employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child.

## REASON FOR POLICY

The purpose of the Paid Parental Leave policy is to give Parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations.

This policy describes the circumstances in which Paid Parental Leave may be taken, notice provisions, medical certification requirements, coordination with other types of leave, reinstatement issues, and other matters related to Paid Parental Leave.

## RELATED DOCUMENTS

[Family and Medical Leave \(FML\) Policy](#) (on PGNet)

[Short-Term Disability \(STD\) pay](#) (on PGNet)

[Disability Accommodations for Staff and Faculty](#)

## CONTACTS

For general policy questions, email PG Human Resources (PG HR) at [PGHR@purdueglobal.edu](mailto:PGHR@purdueglobal.edu). To request Paid Parental Leave for an upcoming birth or adoption, email Purdue Human Resources (Purdue HR) at [hr@purdue.edu](mailto:hr@purdue.edu).

Department	Contact Information
<b>Purdue West Lafayette (PWL) Benefits</b> for assistance related to leaves including eligibility, medical certifications, time entry, and leave statuses. <ul style="list-style-type: none"><li>• Leaves Administrator</li><li>• Human Resources Customer Service</li></ul>	<a href="mailto:hr@purdue.edu">hr@purdue.edu</a> (765) 496-9264 (765) 494-2222

## DEFINITIONS

Term	Definition
<b>Eligible Employee</b>	An active full-time employee who has been employed by PG for at least one continuous year (12 months) in a benefits-eligible faculty or staff position at the time of the birth or adoption placement.
<b>Family and Medical Leave Act or FMLA</b>	The Family and Medical Leave Act of 1993, <a href="#">29 U.S.C. § 2611 et. seq.</a> FMLA provides eligible employees with up to twelve (12) work weeks of unpaid leave a year and requires group health benefits to be maintained during the leave.
<b>Pregnant Workers Fairness Act or PWFA</b>	The Pregnant Workers Fairness Act of 2024 <a href="#">42 U.S.C. 2000gg-3(a)</a> . PWFA provides for reasonable accommodations to a qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, absent undue hardship on the employer.
<b>Parent</b>	A faculty/staff member who is a birth parent or an adoptive parent*
<b>Paid Parental Leave</b>	A period of paid leave of absence, up to 120 hours, (that does not reduce an Eligible Employee's balance of any other paid leave such as sick, vacation, or personal days) to bond with a newborn or with a newly adopted child under the age of 18.

\*Documentation is required to verify parentage.

## EXCLUSIONS

Employees who have been employed by PG in an eligible position for less than one continuous year (12 months) at the time of the birth or placement are not eligible for Paid Parental Leave.

Employees who are in an unpaid leave status.

Foster placements are excluded from coverage under this policy.

Surrogate mothers and sperm donors are excluded from coverage under this policy.

Paid Parental Leave is not eligible for loss of child prior to or during birth or adoption. Paid Sick/Sick Family and/or Bereavement Leave may be used for time off related to these unfortunate circumstances.

# PROCEDURES

## Introduction

The following provisions summarize PG's policy on Paid Parental Leave. This policy should be consulted when questions arise regarding Paid Parental Leave.

## General Provisions

### Principles

PG will provide Paid Parental Leave to an Eligible Employee as a paid time off option to use within the first three (3) months during the approved leave period following the eligible birth of a newborn or adoption. However, Paid Parental Leave may be used prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption. Approval will come from the Leaves Administrator.

Paid Parental Leave is a benefit of employment, and its use will not be considered as a negative factor in employment actions, such as hiring, promotions, and disciplinary actions, or under attendance policies.

Departments should be flexible in managing Paid Parental Leave requests to allow faculty and staff to manage career and family responsibilities effectively and efficiently. Workload issues should be dealt with proactively so that excessive work demands are not placed on other faculty and staff.

### Leave Provisions

An Eligible Employee who is the birth or adoptive parent of a newborn or newly adopted child will be eligible for up to 120 hours of Paid Parental Leave to bond with the newborn or newly adopted child. If both Parents are employed by PG, each Parent will be granted up to 120 hours of Paid Parental Leave.

All Paid Parental Leave pursuant to this Policy must be completed within three (3) months after the date the child is born or placed in the Eligible Employee's home for adoption, and Paid Parental Leave may not be used or extended beyond this three-month timeframe.

All Paid Parental Leave described in this Policy shall be paid in accordance with normal payroll practices and will be paid at 100 percent of an Eligible Employee's straight-time, regular pay (based on full time equivalency) for the specified amount of time outlined in this policy.

Paid Parental Leave is not a benefit that is earned and accrued by Eligible Employees. Paid Parental Leave must be used for its intended purpose within the specific time contemplated by this Policy. Unused Paid Parental Leave has no cash value, and Eligible Employees will not be compensated for Paid Parental Leave that was not requested and/or used. Upon termination of employment, the Eligible Employee is not eligible for payment of any unused Paid Parental Leave.

The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave granted for that event. An Eligible Employee is granted a maximum of 120 hours per approved birth/adoption event.

#### Intermittent and Reduced Leave

Paid Parental Leave under this Policy is only available as a **continuous** block of time. Paid Parental Leave under this Policy cannot be taken on an intermittent (separate blocks of time) or reduced schedule (reduced number of work hours per day or per week) basis.

#### Notice

An Eligible Employee shall notify their supervisor and Human Resources of the need for paid time off due to a birth or adoption event and the timing of the Leave. If the need for Paid Parental Leave is foreseeable, an Eligible Employee must give their supervisor and the Leaves Administrator at least thirty (30) calendar days advance notice of the need for leave. If the need is not foreseeable, an Eligible Employee or their representative must give written notice of the need for leave as soon as practicable. Eligible Employees are always required to comply with the established call-in procedures.

If the Eligible Employee is eligible for FMLA leave, the FMLA [request and notice requirements](#) will govern. FMLA will run concurrently wherever allowed by law. If the Eligible Employee is not eligible for FMLA leave, the Eligible Employee may request leave under the PWFA by contacting their supervisor and the Leaves Administrator. An Eligible Employee shall follow up the verbal request for

leave in writing by contacting Purdue HR at [hr@purdue.edu](mailto:hr@purdue.edu).

### Recording Time

Paid Parental Leave time must be approved and shall be recorded within the HR system by the Leaves Administrator. Examples of how Paid Parental Leave can be applied with other paid time off categories can be found in the Frequently Asked Questions (FAQ) document.

### Holidays

If an official PG holiday occurs during the Eligible Employee's Leave, the Eligible Employee will receive pay for the holiday. The inclusion of a holiday during the approved leave will not reduce the approved Paid Parental Leave time.

### Group Health Insurance

PG will continue to pay its share of the cost of an Eligible Employee's group health insurance during a Paid Parental Leave. The Eligible Employee's share of the premium will be deducted from the Eligible Employee's pay in accordance with normal practice.

If an Eligible Employee goes into unpaid leave status during the approved leave period, the employee portion of the benefit premiums will go into arrears and will be deducted from pay upon the employee's return to work. The Eligible Employee may make special arrangements with the Leaves Administrator to pay the employee portion of the benefit premiums earlier if the approved leave is for more than twelve (12) weeks.

If the Eligible Employee terminates employment during Paid Parental Leave or fails to return to work at the end of the Paid Parental Leave, no further Paid Parental Leave will be paid. The employee's eligibility for benefits will be determined under the Company's normal eligibility provisions.

### Medical Documentation

An Eligible Employee utilizing Paid Parental Leave for a birthing event will be required to furnish appropriate medical documentation for the birth of a child sufficient to corroborate the need for leave

and eligibility under this Policy, such as a birth notice from a physician or the hospital, and employees must coordinate with any such requests.

#### Adoption Documentation

An Eligible Employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency or from the attorney in cases of private adoptions sufficient to corroborate the need for leave and eligibility under this Policy, and employees must coordinate with any such requests.

#### Coordination of Paid Parental Leave with Other Federal, State, Local, and Purdue Global Leaves

An Eligible Employee should consult with the Leaves Administrator for assistance when planning a leave for birth or adoption. An employee may be eligible for leave under FMLA, PWFA, ADA, PPL, and/or other State and Local family leave laws, depending on the circumstances.

If an Eligible Employee resides in a State that offers Paid Family Leave benefits, the Eligible Employee is encouraged to pursue those benefits and it is recommended that the employee applies for the State Family Leave benefit when applying for leave due to a birth or adoption event. Employees are responsible for applying for such benefits and required to report benefits determinations to the Leaves Administrator.

An Eligible Employee's receipt of any federal, state, or local family leave benefit pay will reduce the amount the Eligible Employee receives under this Policy during the same timeframe, as the Eligible Employee will never receive more than 100% of their base pay rate. Eligible Employees must provide the Leaves Administrator with a copy of any eligibility determination or denial notification for benefits and information about the amount of benefits payable to the Eligible Employee to ensure coordination of benefits. Failure to comply deems an employee ineligible for the benefits provided under this Policy. Any reconciliation of time balances due to an external benefit will be calculated by the Leaves Administrator.

If additional time off is needed for a birth mother once FMLA is exhausted, the birth mother may request additional time off under the PWFA. If it is necessary for the Eligible Employee to take additional leave upon exhaustion of FMLA, the Eligible Employee may request additional leave as an accommodation under the ADA or other applicable law. Both requests for additional time must be made



by applying via the [HR Reasonable Accommodation Request process](#) and a medical statement from their healthcare provider stating the need for additional leave is required. The [ADA leave of absence](#) request is subject to review and determination of eligibility by the ADA Administrator, along with PG HR and the supervisor.

#### Return-to-Work Statement

If Paid Parental Leave is due to the birth of a child, the birth mother may be required to obtain a return-to-work statement from the healthcare provider upon returning to work, to the extent permitted by applicable law. An employee should coordinate with their supervisor regarding their return-to-work date.

#### Reinstatement

Except as provided in the following paragraph, an Eligible Employee will be reinstated to the same position held when Paid Parental Leave began or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, provided the Eligible Employee can perform the essential functions of the position.

PG's obligation to restore the Eligible Employee to the same or an equivalent position ceases if and when: 1) the employment relationship would have terminated if the Eligible Employee had not taken Paid Parental Leave; 2) the Eligible Employee informs PG of their intent not to return to work at the expiration of the Paid Parental Leave; or 3) the Eligible Employee fails to return to work at the expiration of the Paid Parental Leave.

#### Confidentiality

All medical information relating to Paid Parental Leaves, whether verbal or written, including FMLA medical documentation, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical statements and FMLA medical certifications must be maintained within Purdue Human Resource Services in confidential, secure files separate from personnel files.

## Questions

Questions regarding the foregoing procedures should be directed to Human Resources as outlined above under Contacts.

## **FORMS**

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

- [Family and Medical Leave Act Request and Notice](#)
- [Family and Medical Leave Employee Information Sheet](#)
- [FMLA Medical Certification Form](#)
- [HR Reasonable Accommodation Request Form](#)