

# VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

**TITLE: Paid Parental Leave**

**POLICY NUMBER: HR014**

## **POLICY STATEMENT**

The Virginia School for the Deaf and the Blind (VSDB) supports employees to help balance family and career needs. This includes Paid Parental Leave, which provides paid leave to enable employees to care for and bond with a newborn baby or child under the age of eighteen (18) newly-placed through adoption, foster care or a legal custodial agreement. The additional procedures set forth in this policy are unique to the VSDB organizational structure and supplement the DHRM policies and procedures set forth in Department of Human Resource Management Policy 4.21, Parental Leave.

## **PROCEDURES**

### **Eligibility**

Full-time or partial year employees who are eligible for Family and Medical Leave under the Family and Medical Leave Act (FMLA) are eligible for Paid Parental Leave. To be eligible for Family and Medical leave, the employee must have been employed by the Commonwealth for a minimum of twelve months and must have worked for at least 1,250 hours in the 12-month period prior to the birth or placement. Paid parental leave runs concurrently with the FMLA coverage period and is designated as Family Medical Leave.

An employee who is not eligible for parental leave on the date of birth or placement may become eligible as soon as they meet FMLA eligibility requirements.

### **Amount of Leave**

The purpose of the policy is to provide up to eight (8) weeks (320 hours) of paid parental leave to be used within six (6) months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of eighteen (18). Paid parental leave begins on the date of the childbirth or date of adoption, foster or custodial care. VSDB will grant faculty and classified staff paid parental leave on a pro-rated basis corresponding to the percentage of hours they are normally scheduled to work at the time leave is to be taken.

<u>Category</u>	<u>Hours worked</u>	<u>Percent of benefit</u>	<u>Leave available</u>
10-month faculty	1600 hours	76.9%	246 hours
10.5-month faculty	1680 hours	80.8%	258 hours
11-month faculty	1760 hours	84.6%	271 hours
10-month classified	1736 hours	83.5%	267 hours
10.5-month classified	1817 hours	87.3%	279 hours
11-month classified	1904 hours	91.5%	293 hours
12-month classified	2080 hours	100%	320 hours

### **Notice Requirements and Use Limitations**

All employees shall notify VSDB in writing a minimum of two (2) months prior to the beginning of the leave period using the Paid Parental Leave Request Form. Notice of less than two months shall be avoided whenever possible. It is preferred that paid parental leave be taken in one continuous period of time. Use of intermittent leave may be allowed but must follow a consistent, written schedule and be

approved in advance by the employee's Department Head, before submission to the Director of Human Resources.

Appropriate documentation of birth or placement must also be submitted in order for VSDB to approve parental leave. Official documents that may be considered include: a birth certificate, an order of parentage, an adoption order, a custody order, and a foster care placement agreement. All parental leave requests and documentation shall be submitted to the VSDB Office of Human Resources for approval by the Director of Human Resources. VSDB shall notify the requesting employee of their eligibility status within five (5) business days of receiving the required documentation.

Effective Date: October 18, 2018, Revised: March 13, 2019  
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