



Policy Name:	Parental Leave	
Publication (Effective) Date:	01/01/2018	Version Number: 1.2
Review Date:		
Pertinent Regulatory Basis:		
Approved by:	Vice President Human Resources	
Related Policies:	Leave of Absence	
Related Forms:	As requested by leave carrier – Reliance Standard	
Applies to Location:	All	
Specific Location: <i>(Use only if specific to one location)</i>		

Policy Statement:

Paid parental leave is provided to all regular benefit eligible Immanuel employees who work a minimum of 28 hours per week (0.7 and above), at no cost, in order to care for and bond with a newborn or a newly adopted child to the family. Immanuel will provide up to two weeks (maximum of 80 hours/consistent with your FTE) of paid parental leave to eligible employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption. This policy will be in effect for births or adoptions occurring on or after January 1, 2018.

Definitions:

- "Child" is defined as a newborn biological or newly adopted person to the family. The child must be either under age 18, or age 17 or older and incapable of self-care because of a mental or physical disability.
- “Parent” is defined as the biological parent to the child, adopting primary caretaker or adopting secondary caretaker.
- Exclusions: The adoption of a child by a new spouse is excluded. Temporary or part-time employees are not eligible for this benefit.

Responsibility

The Human Resources Business Partner and Benefits team is responsible for communicating and enforcing this policy. The level of benefits offered in this policy is approved by the Total Rewards Committee and Executive Leadership.

Eligibility

Eligible employees must meet the following criteria prior to the benefit being issued:

- Have been employed with Immanuel for at least 12 months.
- Have worked at least 1,250 hours during the 12 consecutive months immediately pre-ceding the date the leave would begin.
- Be a full-time regular employee, as defined by working a minimum of 28 hours per week. (Temporary or part-time employees are not eligible for this benefit).

Reasons for Paid Parental Leave

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or domestic partner to the person who has given birth to a child.
- Have adopted a child (the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of two weeks of paid parental leave per birth or adoption of a child/children. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. (Commissions, Bonuses, Shift Diff or similar type of premium pay is not included) Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the twelve-month period immediately following the birth or adoption of a child with the employee. Paid parental leave may not be used or extended beyond this twelve-month time frame. Any unused paid parental leave will be forfeited at the end of this twelve-month timeframe.
- Employees may use paid parental leave on a continuous, intermittent (separate blocks of time), or reduced schedule (reduced number of work hours per day or per week) basis consistent with our PTO policy for exempt and non-exempt employees, but not to exceed two weeks (maximum of 80 hours/consistent with your FTE).
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- If a company holiday occurs while the employee is on paid parental leave, the employee will receive holiday pay in lieu of paid parental leave, provided the employee is otherwise eligible for holiday pay, however, such holiday pay will not extend the total paid parental leave entitlement.
- Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.

Requests for Paid Parental Leave and Documentation

- The employee will provide his or her supervisor and the benefits department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must contact our leave carrier to begin a claim as well as complete the necessary forms and provide all documentation as required to substantiate the request.
- The employee will be required to furnish appropriate medical documentation for the birth of a child or adoption documentation (such as a letter from an adoption agency) for the placement of a child in connection with adoption. If the employee is eligible for FMLA leave, the medical certification requirements will be sufficient to satisfy this requirement.

IMMANUEL reserves the right to change, amend and/or eliminate, without notice, the information contained in the policy.