I. Purpose
Rollins College is committed to supporting staff members by providing them with clear and reasonable options for balancing their professional and parental responsibilities.

II. Eligibility
This policy provides paid leave benefits to the following:
1) birth mother and/or
2) sole caretaker

A sole caretaker is a parent who has primary responsibility for the care of their newborn or newly adopted child (less than 18 years of age) who is under the custody, care, and control of the parent for the first time. To qualify as the sole caretaker, a parent must have primary responsibility for the care of the child for at least 20 hours per week during their regularly scheduled work hours.

For purposes of this policy:
- A birth mother who is not working, i.e., unemployed or on postpartum medical/maternity leave from her employer, is presumed to be the sole caretaker unless medical documentation evidences that she is unable to serve as the sole caretaker.
- In cases where both parents are Rollins College staff members, only one parent may be designated as the sole caretaker.
- Individuals adopting a spouse or partner’s child(ren) are not eligible.
- This policy depends upon, and assumes, the good faith of its participants.

To be eligible for paid leave under this policy, staff members must hold a regular, full-time appointment (1,462 hours per year or greater) and must have completed 90 days of service.
III. Leave Benefit
Paid parental leave will be provided for up to six (6) consecutive weeks immediately following the birth or adoption of a child. In cases of adoption, the paid leave benefit commences immediately upon receiving the child into the home.

This policy is not intended to extend or provide paid leave benefits during periods when an eligible employee would otherwise not be working (seasonal leave). In cases where an employee gives birth or adopts a child within six (6) weeks of the end of their annual appointment term, paid parental leave will only be provided through the end of the regular appointment term. In cases where an employee gives birth or adopts a child within six (6) weeks of the start of their annual appointment term, paid parental leave will only be provided from the start of their regular appointment term through six (6) weeks from the date of the birth or adoption.

IV. Coordination with other Leave Policies
Paid parental leave will be coordinated with the College's Family and Medical Leave (FMLA) and Salary Continuation policies. Parental leave will be tracked concurrently as Family and Medical Leave. Cases involving postpartum disability will be tracked concurrently as Salary Continuation (short-term disability leave) and may qualify for extended disability leave benefits. Nothing in this policy precludes the eligible staff member from taking any remaining unpaid FMLA leave following the expiration of the College's paid parental leave, in accordance with the College's FMLA policy. With supervisory approval, employees may also be granted an additional four weeks of unpaid child care leave over and above any qualifying FMLA leave.

V. Benefits Coverage during Parental Leave
During the period of paid parental leave the staff member’s benefits shall remain continuously in effect.

VI. Process
Eligible staff must notify their department head of their intent to take leave under this policy at least 90 days in advance of the requested leave start date (or as early as possible in the planning phase of an adoption process). All leaves must be approved by the Human Resource Department. For purposes of parental leave for the birth mother, appropriate medical certification is required to establish the beginning and end of the period of disability due to maternity. A staff member returning from approved parental leave will be returned to the position he or she held prior to the leave.

VII. Compliance with Federal Laws
Federal law requires that childbirth be treated in the same manner as the College’s disability or medical leave provisions.