



## SVA Paid Parental Leave Policy

The Paid Parental Leave Policy provides qualified employees with up to twelve (12) weeks of paid time away from work to assist birth parents, adoptive parents or foster care parents to care for and bond with their child.

### **Eligibility**

Mothers and fathers who are birth parents, adoptive parents or parents of foster children<sup>1</sup> may take Paid Parental Leave. All employees (both staff and faculty) who have been employed at SVA for a minimum of twelve (12) consecutive months are eligible for Paid Parental Leave.

### **Leave Provisions**

Paid Parental Leave for Staff will be paid at 100 percent of your regular rate of pay for your regularly scheduled workweek as of the time of the leave. Paid Parental Leave for Faculty will be paid based upon the contract in place at the time of the leave or the average weekly payout during the preceding 12-month period, whichever is greater.

Paid Parental Leave is only available within the twelve-month period following the birth, adoption or foster care placement of a child.<sup>2</sup>

Paid Parental Leave may be taken either on a continuous, intermittent or reduced schedule basis.<sup>3</sup> However, Paid Parental Leave on an intermittent or reduced schedule basis is not always compatible with SVA's operational needs. SVA retains the discretion to determine whether, in its judgment, a position is suitable for intermittent or reduced schedule Paid Parental Leave. If an employee wishes to take Paid Parental Leave intermittently or on a reduced schedule basis, then he or she must consult with Human Resources and your Department Chair or supervisor to discuss the leave request and obtain SVA's written approval.

### **Interplay with Other Types of Paid and Unpaid Leave**

Paid Parental Leave is a new benefit. It can be used separate from, or in combination with, a variety of other types of paid leave or benefits that SVA offers, such as sick days,

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<sup>1</sup> For purposes of this policy, the Family Medical Leave Act (FMLA) limitations on the age of the child will be applied to determine eligibility for Parental Leave for adoptions and foster care placements.

<sup>2</sup> Twelve (12) weeks of Paid Parental Leave is the maximum amount that may be taken in a 12-month period. The 12-month period is measured by looking backward on a rolling basis from the date the employee will be using Paid Parental Leave.

<sup>3</sup> Intermittent leave is leave taken in separate blocks of time. Reduced schedule leave is a schedule that reduces an employee's usual number of hours worked per day or per week. Paid Parental Leave taken intermittently or on a reduced schedule will be prorated based on the staff member's regularly scheduled hours per workweek or the faculty member's average weekly class hours in the preceding 12-month period.

short-term disability (STD) banked sick days, New York State STD benefits, SVA enhanced STD disability benefits<sup>4</sup>, vacation days and personal days, as applicable. You may not use or combine different forms of paid leave to be paid more than your regular rate of pay.

Paid Parental Leave will run simultaneously with FMLA leave, to the extent that you are eligible for FMLA leave during all or any portion of the Paid Parental Leave. See SVA's FMLA Policy in the Handbooks for Administrative Employees and Faculty.

For Staff, this Paid Parental Leave Policy supersedes and replaces the SVA Maternity / Paternity Leave Policy, which is no longer in effect.

Employees who are planning for the birth, adoption or foster care placement of a child are encouraged to consult with Human Resources regarding their options as to paid leave.

### **Application and Approval Process**

Employees should notify Human Resources and the Department Chair or supervisor of an intent to take Paid Parental Leave as soon as possible, but must provide at least thirty (30) days' notice before the baby is due or before a scheduled placement of a child for adoption or foster care. If 30 days' notice is not practicable, then notice should be provided as soon as possible. Any changes in the expected date of birth or of the placement of an adoptive or foster child must be communicated promptly to Human Resources and your Department Chair or supervisor.

Employees may be required to provide appropriate documentation for the birth, adoption or foster care placement to Human Resources. Appropriate documentation may include a letter from a physician as proof of birth, a letter from the adoptive or foster care agency, or from a lawyer in private adoption cases.

### **Confidentiality**

All medical information relating to Paid Parental Leave, whether verbal or written, including FMLA medical documentation will be kept confidential to the maximum extent possible.

### **Questions**

Questions regarding Paid Parental Leave should be directed to Human Resources.

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<sup>4</sup> To the extent you have elected to participate in SVA enhanced STD benefits program, then Paid Parental Leave would follow that time period.