



# SAINT LOUIS UNIVERSITY

## FACULTY CHILDCARE LEAVE POLICY

Vice President Human Resources

### 1.0 INTRODUCTION

In keeping with its Jesuit mission, Saint Louis University recognizes that employees may need to balance work obligations while expanding and caring for families. The Faculty Childcare Leave policy provides eligible faculty members with paid leave time to care for and bond with a new child.

### 2.0 PURPOSE

Saint Louis University provides paid parental leave to eligible faculty members to allow time off for parents to bond with a new child following the birth, or adoption, of a child.

### 3.0 PERSONNEL AFFECTED

This policy applies to all full-time Saint Louis University faculty members (nine-month contracts or longer), except for faculty members in a collective bargaining unit and faculty members of the University's Madrid Campus.

### 4.0 DEFINITIONS

**Child:** For purposes of this policy only, a child is defined as a child under twelve (12) months of age for birth and 17 years or younger for adoption.

### 5.0 POLICY

#### 5.1 Faculty Childcare Leave Policy Applicable to Faculty Members on Twelve-Month Appointments.

5.1.1 A faculty member who gives birth to a Child will be entitled to a six (6) week disability period immediately following the birth of a Child (hereinafter referred to as the "Childbirth Recovery Leave"). The faculty member shall be relieved from University duties (including teaching, patient care, research, advising, and committee work) and receive full salary and benefits during the Childbirth Recovery Leave. The faculty member may also request the use of Childbirth Recovery Leave preceding the birth of a Child in circumstances where the faculty member is eligible to take Family and Medical Leave due to a pre-birth medical condition. However, in no circumstance will a faculty member be eligible to take more than six (6) weeks of Childbirth Recovery Leave.





## **6.2 Eligibility**

Saint Louis University Human Resources may request documentation of the birth or adoption of a Child in order to determine application of this policy. Faculty members are only eligible for paid parental leave once in a twelve-month period based upon the Child's birth date or adoption date.

## **6.3 Coordination with Faculty Manual**

This policy supplements and does not replace or supersede Saint Louis University's Faculty Manual, or the rules, regulations, and policies of Saint Louis University.

## **6.4 Unused Paid Parental Leave**

Unused Parental Leave and Extended Parental Leave expires one (1) year following the birth, or adoption of the applicable Child and is not paid out at the end of the fiscal year or upon separation from the University.

## **6.5 Applying for Parental Leave**

When possible, faculty members must request Childbirth Recovery Leave and Parental Leave at least thirty

