**Family and Medical Leave**

**60.000.15**

**Attachment B Parental Leave**

# This is an attachment to State HR Policy 60.000.15 Family and Medical Leave that specifically addresses Parental leave. The agency must follow the provisions of the main policy plus this attachment when administering Parental leave.

1. Under FMLA, an eligible employee may take up to 12 weeks of Parental leave to care for the employee’s newborn, newly adopted child or newly placed foster child or a child of whom the employee is acting in loco parentis (in place of a parent). For example: an employee in loco parentis to the newly placed foster child of the employee’s domestic partner may be eligible for Parental leave.
2. Unless the covered employer approves otherwise, parental leave shall be taken in one uninterrupted period and shall be completed within 12 months of the birth, adoption, or placement of the child. Exceptions shall be made:
3. Use of intermittent or reduced-schedule leave requires the employee and the agency find a schedule that meets the agency’s needs as well as the employee’s desire for intermittent or reduced-schedule leave.
4. The birth, adoption, or foster placement of multiple children at one time entitles the employee to take only one 12-week period of parental leave.
5. An agency may not require medical certification for Parental leave for the birth of a newborn, newly adopted or newly placed foster child. However, an agency may need an employee to produce other types of documentation for placement of a foster child or adoption. For example: an employee needs three days off prior to placement of a foster child to go to court. The agency may require documentation verifying the court dates.
6. Refer to the main policy for procedures for an employee to request Parental Leave and the agency’s requirements when responding to a request.