

Paid Parental Time Off Policy

Effective Date: 01/01/2018

Revision Date: NA

Policy:

UC Physicians (UCP) supports employees' need to take time off from work to care for newly born or adopted children.

Upon the birth or adoption of a child, UCP employees may take off from work the maximum amount of time permitted by federal and state law. During this time off, employees must follow all time reporting requirements of the University of Cincinnati, specifically with regard to use of sick time and vacation time.

In addition to sick and vacation time, UCP clinical providers serving as primary caregiver for a newly born or newly adopted child may take up to two weeks (80 hours, pro-rated based on FTE) of paid parental time off, calculated at the UCP sick pay hourly pay rate. Paid parental time off must be used continuously (not intermittently) within the first 12 weeks following the birth or adoption of a child.

A primary caregiver is defined as the individual who is responsible for providing and/or managing the care of a child following birth or adoption. Individuals adopting a spouse's or domestic partner's already-born child(ren) are not eligible for paid parental leave.

Paid parental time off will run concurrently with leave under the Family Medical Leave Act (FMLA) if the clinical provider is eligible for FMLA leave.

If both parents are UCP clinical providers, only one parent is eligible to receive paid parental time off.

Procedure:

1. The clinical provider must notify the Chair and Executive Director of Business and Administration (EDBA) for his/her department and the College of Medicine (COM) Human Resources (HR) Consultant in writing of his/her request to use paid parental time off. The request should be submitted at least 4 months in advance, whenever possible, and must specify the amount of paid parental time off requested and the expected dates of time off. The clinical provider must also meet with his/her supervisor and EDBA to reach agreement on time off dates that meet both childcare and patient care needs.
2. The COM HR Consultant will confirm eligibility and notify the UCP Payroll Specialist of the provider's use of paid parental time off.
3. The clinical provider will be required to provide appropriate documentation for the birth or adoption of the child.
4. The parental time off will be paid at the same pay rate as the provider's sick time.

UCP Clinical Provider Request for Paid Parental Time Off

UCP clinical providers serving as **primary caregiver** for a newly born or newly adopted child may take up to two weeks (80 hours, pro-rated based on FTE) of paid parental time off. Paid parental time off must be used continuously (not intermittently) within the first 12 weeks following the birth or adoption of a child.

Primary caregiver is defined as the individual who is responsible for providing and/or managing the care of a child following birth or adoption.

Employee Name: _____

Practice: _____

I request to be paid _____ hours of parental time off from
_____ (start date) through _____ (end date).

I attest that I will serve as primary caregiver for my newly born or newly adopted child during this time period. This request for paid parental time off does not serve as a request for Family Medical Leave under the Family Medical Leave Act.

If your spouse/partner is also a UCP clinical provider, please provide his/her name: _____

Paid parental time off requests should be submitted to your department chair at least 4 months in advance of the requested leave dates, whenever possible. I understand that the dates requested are subject to approval based on the scheduling needs of my department. If the dates requested create an undue hardship on my department, I may be requested to select alternate dates within the 12 week eligibility period.

Employee Signature: _____ Date: _____

EDBA Approval: _____ Date: _____

Chair Approval: _____ Date: _____

HR Approval: _____ Date: _____