



Origination 01/2022
Last Approved 12/2024
Effective 12/2024
Last Revised 12/2024
Next Review 12/2027

Owner Elizabeth Kang:
Human Resources Compliance Manager
Area Human Resources
Applicability Memorial Healthcare System

B-32 Parental Leave Pay

PURPOSE

Memorial will provide parental leave pay to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. This pay will run concurrently with Family and Medical Leave Act (FMLA) leave.

SCOPE

Regular Full-Time and Part-Time benefits-eligible employees who have been employed by Memorial Healthcare System for at least one (1) year and have completed 1,250 hours of service during the prior twelve (12) months. Per diem and temporary employees are not eligible for parental leave pay, regardless of hours worked.

POLICY GUIDELINES

Eligibility

Eligibility mirrors that of Family and Medical Leave Act (FMLA) leave. In order to be eligible for parental leave pay, the Employee must be approved for parental leave under the FMLA for one of the following reasons: the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care (together "Parental Purposes"). Per diem and temporary employees are not eligible for parental leave pay, regardless of hours worked or FMLA leave approval.

Amount of Parental Leave Pay

Effective July 17, 2022, eligible employees will receive a maximum of four (4) weeks of parental leave pay per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of pay granted for that event. In addition, in no case will an employee receive more than four (4) weeks of parental leave pay in a calendar year, regardless of whether more than one (1) birth, adoption, or foster care placement event occurs within that timeframe. The increased benefit amount of four (4) weeks is not retroactively applied to leaves taken (or started) prior to July 17, 2022.

Parental leave pay is paid at 100% of the employee's regular hourly rate. Shift differential is included.

Parental leave pay may be used only in conjunction with an approved FMLA leave for Parental Purposes. Parental leave pay is used for the first four (4) weeks of absence for birth, adoption, or placement of a child with the employee, as long as FMLA leave is approved.

Employees who are not eligible for FMLA leave, have exhausted all available FMLA leave, or are seeking leave for parental reasons under another type of leave are not eligible for parental leave pay.

Employees must use parental leave pay in one (1) continuous block and must use all available pay during the first four (4) weeks of absence for parental leave reasons. If, for any reason, the Employee does not take any leave immediately upon the birth or placement, the pay must be used in conjunction with FMLA leave within the first twelve (12) weeks of the birth or placement of the child. Any unused parental leave pay will be forfeited.

Upon termination of the employee's employment, they will not be paid for any unused parental leave pay for which they were eligible.

Unused parental leave does not "rollover" to the following calendar year.

PROCEDURES

Upon receiving notice that an employee is approved for FMLA leave for Parental Purposes, the HR Shared Services Absence Team shall use the pay code designated for Parental Leave Pay and enter pay into TASS for the equivalent of four (4) weeks of the employee's regular schedule, as determined by the employee's Full-Time Equivalent (FTE) on record in Workday.

The first four (4) weeks of leave should be paid using the designated pay code, "PPL" (Parental Leave Pay).

- The first twenty-four (24) hours following exhaustion of parental leave pay is paid using PTO (or unpaid if no available hours).
- Extended Illness Time Off hours, if applicable, may then be used until exhausted.
- Upon exhaustion of Extended Illness Time Off hours, or if inapplicable, PTO hours are used.
- Upon exhaustion of PTO hours, the remainder of the leave is unpaid.

REFERENCES

MHS HR Policy B-09 Paid Time Off (PTO)

MHS HR Policy B-20 Family and Medical Leave Act (FMLA)

MHS HR Policy B-21 Extended Illness Time Off

POLICY OWNER

Human Resources

If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict.

Memorial reserves the right to modify this policy in whole or in part, at any time, at the discretion of Memorial or as required by applicable law, regulation, or governing/accrediting body.

Employees who have questions regarding information contained in this policy should contact the Human Resources Department.

ONLINE LOCATION

All policies are subject to amendment. The most recent version of this policy can be accessed internally online: <https://mhs-system.policystat.com/>.

This Policy / Guideline / SOP is intended to provide Memorial health care professionals with guidelines for addressing the subject matter herein. This Policy / Guideline / SOP is not meant to be a substitute for the standard of care or to restrain professional judgment or opinion.

Approval Signatures

Step Description	Approver	Date
Policy Owner	Elizabeth Kang: Human Resources Compliance Manager	12/2024

Applicability

Memorial Healthcare System