I. Purpose
This policy is intended to support eligible staff in balancing work and family demands during and after the birth or adoption of a child through measures to promote a “family-friendly” environment.

II. Assured Minimum Parental Leave
Each eligible staff employee shall be assured a period of up to eight (8) work weeks (i.e., 40 continuous workdays) of paid parental leave to care for a new child, as follows:

A. Nature of Leave: The parental leave assurance shall consist of the combination of accrued and available sick leave, annual leave, personal leave, holiday leave, advanced sick leave, extended sick leave, and leave from the USM Leave Reserve Fund, pursuant to applicable USM policies. If and when these paid leaves are exhausted, this parental leave will be supplemented as necessary by the institution with additional paid leave to attain the eight-week assurance.

B. Applicability: The eight (8) week paid leave assurance will be available for the six (6) month period following:

1. The birth of a newborn;
2. The recent placement of a child for adoption under the age of six (6).

C. Eligibility: The paid parental leave assurance applies to regular staff employees with appointments of at least 50% FTE, upon written affirmation that the staff member will be the child’s primary caregiver during the parental leave period.

D.
1. Leave shall be pro-rated for eligible part-time staff.

2. Use of paid parental leave does not require the staff person to submit medical documentation or proof of placement of a child for adoption.

3. If a child’s parents are both employees of UMD, both may be eligible for paid parental leave up to the eight (8) week maximum, as follows:
   a. Both parents may use accrued annual, sick, personal, holiday, advanced sick, extended sick, and leave reserve fund concurrently with the birth of a child or placement of a child under the age of six (6) for adoption.
   b. A staff parent may use additional guaranteed paid leave under this policy only during a period when that parent is acting as the child’s primary caregiver.

4. To be eligible for parental leave, a regular staff member must have been employed by the institution for one (1) year.
5. A staff member may be eligible for paid parental leave under this policy on one occasion in a 12-month period, and for a maximum of twice during their employment with the University System of Maryland (irrespective of job category).

6. The employee must have a satisfactory record of sick leave usage and satisfactory work performance.

III. Supports for Nursing Mothers
The University shall provide space at reasonable locations on campus where staff who are nursing mothers may breastfeed or express milk.

A. The areas must be shielded from view and free from intrusion by others.

B. A bathroom or restroom may not be designated as a lactation area.

C. The space may be a private area in a larger room, or a private room that is reliably made available for nursing mothers whenever needed but may otherwise be used for different functions.

D. The area shall be equipped with seating, a table or other flat surface, an electrical outlet, and nearby access to a sink.

E. Staff who are not assigned an office or other private space should give advance notice to their supervisor or department head to request access to an area suitable for breastfeeding or expression of milk.

F. The requirement for lactation facilities and their availability for the purpose of breastfeeding a child are subject to University policies governing the circumstances when children of employees may be present in the workplace.

G. Staff may use current break and/or lunch periods for this purpose. Supervisors are encouraged to work with their staff who need support.

IV. Protections for Staff
No staff person shall be discriminated against or otherwise experience reprisals in any appointment, evaluation, promotion, or other employment-related process as a result of utilizing the parental leave and other supports provided under this policy.

V. Implementation

A. Staff must apply for parental leave by making a request of their supervisor or department head using the institution's application form available from University Human Resources (www.uhr.umd.edu). The form includes the primary caregiver affirmation statement. To minimize hardship of the department/unit, staff should notify their supervisor or department head at least two (2) months in advance of expected use, including the anticipated date of birth of the child or adoption.
B. The supervisor or department head will review and forward the form to University Human Resources for verification of eligibility and computation of paid leave available, and supplemental paid Parental leave that may be granted to meet the eight week assurance.

C. For assistance with this or any staff policy, please contact University Human Resources Office of Staff Relations at 301.405.0001.