

Maternity/Paternity/Adoption/Parental Paid Leave Application

Negotiated Maternity/Paternity/Adoption/Parental Leave is a paid leave associated with the birth of an employee’s own child or the placement of a child with the employee in connection with adoption or foster care. Negotiated Maternity/Paternity/Adoption/Parental Leave is **not** charged against the employee’s leave credits, and the amount of paid days received is based on employee category. After the paid Maternity/Paternity/Adoption/Parental Leave is exhausted and the employee, with authorization from their appropriate administrator to continue their leave, may charge sick leave where applicable in accordance with CSU policy and/or Collective Bargaining Agreement. **Paid Maternity/Paternity/Adoption/Parental Leave runs concurrently with any other related leaves for which the employee is eligible.**

Please review the following criteria to determine your eligibility for Maternity/Paternity/Adoption/Parental Leave.* **After reviewing the eligibility criteria, complete the application, obtain approval from your Dean and/or Department Administrator and forward form to the Office of Human Resources. Your request must be submitted to OHR for final review and approval.** Processing of pay will be determined by Payroll Services, providing employee compliance with the requirements and eligibility of pre-established benefits.

Employee eligibility criteria: The term “employee” as used by the Collective Bargaining Agreement contracts refers to a bargaining unit member who is a full-time, part-time, probationary or temporary benefited employee.

Please check one of the following:

_____ **Unit 1 – Physicians** 20 days of paid Maternity/Paternity/Adoption leave, which commences with the arrival of the employee’s new child, and the days run consecutively.

_____ **Units 2, 5, 7 & 9 – CSUEU** 30 days of paid Maternity/Paternity/Adoption leave which commences within 60 days of the arrival of the employee’s new child. Such leave may be taken consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. Maternity/Paternity/Adoption leave is normally taken in daily increments.

_____ **Unit 3 – Faculty** 30 days of paid Parental leave or 40% reduction in workload for one semester in lieu of Parental leave, which commences within a 135 day period that begins 60 days prior to the anticipated arrival date of the employee’s new child, and ending 75 days after the arrival of the new child. Faculty will only receive this benefit if the leave is taken during the academic year. One day of leave = 1 academic work day (i.e. Monday through Friday = 5 paid leave days).

_____ **Unit 4 – Academic Support** 30 days of paid Parental leave, which commences within 60 days of the arrival of the employee’s new child. Such leave shall be taken consecutively and in full-day increments unless mutually agreed otherwise by the employee and the appropriate administrator. A maximum benefit of 30 workdays with pay per calendar year shall be provided in connection with the placement of one or more foster children with the employee or with the employee’s spouse or domestic partner.

_____ **Unit 6 – Skilled Trades** 30 days of paid Parental leave per calendar year to care for a newborn child or for the adoption or foster care placement of a child up to age 6, which commences within 60 days of the arrival of the child. Such leave shall be taken consecutively and in full-day increments unless mutually agreed otherwise by the employee and the appropriate administrator. Parental leave must be concluded within 1 year of the birth of the child or placement due to adoption or foster care. An SETC employee is entitled to 5 days of paid Adoption/Foster Care leave for the purpose of handling issues related to the placement of an adopted or foster child who is age 6 to 18 years of age. Days must be taken within 1 year from the date of placement of a child and in full day increments.

_____ **Unit 8 – Public Safety** 30 eight-hour workdays (240 hours) of paid Maternity/Paternity/Adoption leave, which commences within 60 days after the arrival of the employee’s new child, and the days run consecutively. If the employee is on an alternate work schedule, the maximum entitlement is 240 hours, and the hours must be taken consecutively. The maximum benefit of 30 eight-hour days (240 hour equivalent) per calendar year shall be provided.

_____ **Confidential (C99), Management Personnel Plan (MPP), and Executive (M98) Employees** 30 days of paid Maternity/Paternity/Adoption leave, which commences within 60 days of the arrival of the new child, and the days run consecutively. Leave may only be taken in daily increments. Upon mutual agreement and on an exception basis, the scheduling of the leave for MPP and C99 employees may be modified to meet the operational needs of the campus.

I have read and understand the established benefits and procedures for Maternity/Paternity/Adoption/Parental leave and that I am an eligible employee who wishes to apply for such a leave.

Dates of Leave: From _____ to _____ Bargaining Unit _____

Estimated Arrival Date of Child _____ Planned Return Date _____ (including sick, vacation, CTO & LWOP)

Employee Name (print)

Dean/Department Administrator Date

Employee Signature Date

Human Resources Approval Date

***Note: This benefit is currently not available to Unit 11 and Excluded (E99) employees**