



Human Resources

Paid Parental Leave Policy Frequently Asked Questions

Q: What is the purpose of this new policy?

A: Drake University recognizes the importance of supporting new parents by providing paid time off for the purpose of caring for and bonding with a new child. While other Drake University leave policies provide paid time off options for the birth parent during a period of incapacity for pregnancy or prenatal care, this policy supplements those benefits and extends paid time off benefits to all qualifying parents, including adoptive and foster parents.

Q: What is the background of this policy?

A: A group of faculty and staff voiced concern whether current practices and policies provided the needed flexibility for parents to balance their family and work life responsibilities. Through collaboration and communication with the University Benefits Committee, an ad hoc committee, Dean's Council, and President's Council, the paid parental leave policy was created.

Q: What does the new policy provide?

A: Eligible employees may elect up to two workweeks of paid parental leave for the birth of a child; adoption (or placement of child for adoption); and placement of child for foster care. A workweek is the timeframe that an employee is regularly scheduled to work in each seven day week, based on the terms of the appointment. Faculty parents may also request Modified Duties in lieu of two workweeks of paid parental leave, under the Modified Duties Policy.

Q: Who is eligible to request paid parental leave?

A: All full-time, benefit eligible employees are eligible for this leave, effective the first of the month following the date of hire.

Q: When is paid parental leave available?

A: Paid parental leave is available immediately following the birth or placement of the child. It is to be used within the 12 workweeks following the birth or placement of the child.

Q: What happens if I am on an academic year appointment and my child is born or placed during the summer months when I am normally not scheduled to work?

A: The academic year appointee would be eligible for the paid parental leave upon return, assuming it is within the 12 workweeks of the child's birth or placement. Modified Duties may be used within an academic year, as per the Modified Duties Policy.

Q: What if I am a full-time employee, but my regular appointment is less than 100%? How much paid parental leave do I receive?

A: You would be eligible for up to two workweeks, based on your regular workweek, of paid parental leave, within 12 workweeks of the child's birth or placement.

Q: How does the use of paid parental leave effect faculty appointments?

A: Use of the paid parental leave will be considered good cause for extending the probationary period (i.e., "tenure clock").

Q: Will the use of the Parental Leave Policy adversely affect my employment with the University?

A: Faculty and staff who utilize paid parental leave cannot be disadvantaged in their promotion, advancement, or compensation because they utilize this benefit.

Q: When does the policy go into effect?

A: The policy will go into effect July 1, 2018.

Q: What is the process for requesting Paid Parental Leave?

A: Contact Human Resources and provide the requested documentation to verify the eligibility for paid parental leave under this policy.

Q: What happens if I do not return to Drake University at the conclusion of the Parental Leave?

A: If you don't return from paid parental leave, you will be treated as having voluntarily terminated your employment. You will also owe the University a reimbursement for your paid parental leave, as well as the employer cost of any benefits provided during the leave, such as premiums for health insurance. No such amount shall be owed if there is a continuation, recurrence, or onset of a serious health condition for the employee or the child.

Q: What if I have questions. Whom do I contact?

A: Contact Human Resources to schedule a time to discuss your questions.