
Faculty and Staff,

I am delighted to announce some important changes to the College's parental leave policies for both staff and faculty. It is my hope that the addition of paid parental leave for staff, for whom parental leave was previously unpaid, and the extension of paid parental leave for faculty from 12 weeks to the full semester, will enable the wonderful and hardworking members of our community to more easily balance their family and work obligations. I am so grateful for all you do to support our community, and I am so glad that Rhodes can better support you in this way. Please reach out to Claire Shapiro in HR if you have any questions about these new policies, which will go into effect immediately.

Staff Parental Leave

Rhodes currently provides sixteen (16) weeks of FMLA leave for the birth or adoption of a child and twelve (12) weeks of FMLA leave for the placement of a child with the employee for foster care. Under the new parental leave policy, six (6) weeks of that leave will be paid for the Rhodes employee who is the primary caregiver of the child and two (2) weeks of that leave will be paid for the Rhodes employee who is the non-primary caregiver for the child. This paid leave must be taken within 12 months of the birth, adoption, or state placement of the child and must be taken in consecutive weeks.

The six weeks of paid parental leave include any holidays during that time, with the exception of the College's winter break.

This paid parental leave is available to full-time staff with at least one year of full-time service at Rhodes at the time of the event (birth, adoption, etc.). Staff who are otherwise eligible for FMLA leave but not eligible for paid parental leave under this policy must follow the terms of the College's FMLA policy.

- Primary caregiver is the staff member who is primarily responsible for the day-to-day custody, care and control of the child. A request for Parental Leave must be accompanied by an Affidavit of primary caregiver status. The affidavit form is available in Human Resources.
- Paid parental leave should generally commence following the birth, adoption, or placement of a child, but in some instances, it may occur prior to the event when deemed medically necessary or when it is requisite to fulfill the legal requirements for adoption, provided all eligibility requirements are met. Employees may be asked to provide a birth certificate, adoption agreement, or court papers. Paid parental leave must be the first leave used for the birth, adoption, or placement of a child.
- Paid parental leave will run concurrently with family and medical leave. If the amount of FMLA leave available is less than the amount of paid parental leave to be taken, paid parental leave will still be granted as specified in this policy, without regard to the existence of the individual's available FMLA leave.
- Paid parental leave shall be exhausted prior to the use of vacation or sick leave when such leave is requested for the purpose of a birth or adoption event.
- Paid parental leave shall be exhausted prior to the use of unpaid leave.
- One paid parental leave benefit is available per employee, per birth, adoption, or placement event. The number of children involved does not increase the length of paid parental leave granted for that event. Leave under this policy is not available when a spouse adopts the already born minor child(ren) of a spouse.
- While on parental leave, the employee may not work secondary jobs at the College.
- If an employee does not return to work after parental leave and give proper advance notice (two weeks), they may be responsible for reimbursing the College full payment for compensation paid while on leave.

Faculty Parental Leave Policy

Eligibility: Tenured Faculty or Faculty on Probationary Appointments who have been employed by the College at least one year before the leave is to begin. Therefore, part-time faculty, faculty on term contracts, or terminal year contracts will not be eligible for this paid leave. Faculty who are otherwise eligible for FMLA leave but not eligible for paid parental leave under this policy must follow the terms of the College's **FMLA policy**.

Benefit: One semester paid leave of absence for the primary caregiver parent of the minor newborn child, the minor child placed for adoption, or placement of a child for foster care.

Utilizing the Benefit:

- Leave under this policy must be taken in one semester. A semester begins on the first scheduled day of classes and ends on the last scheduled day of classes. Leave under this policy must be taken in consecutive weeks.
- The Parental Leave under this policy may be taken during the semester in which the child is born, or first placed for adoption or during a subsequent semester that begins no later than six months after the birth or placement for adoption of the child with the faculty member. Leave under this policy will start at the beginning of an academic term. Leave under this policy is not available when a spouse adopts the already born minor child(ren) of a spouse.
- Leave under this policy will run concurrently with any other available leave, including FMLA leave, to the extent applicable.
- Faculty who will be requesting Parental Leave under this policy must notify the Department Chair, the Vice President of Academic Affairs, and the Chief Human Resources Officer as soon as the need for such leave is foreseeable. In order to request leave for the Fall Term, leave must be requested no later than June 1 of the previous term. For leave in the Spring Term, leave must be requested no later than October 1 of the previous term. The College reserves the right to deny or delay the granting of paid Parental Leave where notice is not given in a timely fashion.
- A primary caregiver is the faculty member who is primarily responsible for the day-to-day custody, care and control of the child. A request for Parental Leave must be accompanied by an Affidavit of primary caregiver status. The affidavit form is available in Human Resources
- Parental leave may be split between two eligible faculty members with the approval of the Vice President of Academic Affairs and Chief Human Resources Officer and with consideration given to the needs of the College. If approval to split the semester is given, each eligible parent must complete an Affidavit of Primary Caregiver covering that period of time during which each faculty member will be the primary caregiver for the child. Under any circumstance, no more than one semester of leave will be granted per birth or initial placement of a minor child.
- A faculty member taking Parental Leave will receive the same benefits as she or he would have received that semester if not on leave, under the same terms as though she or he was working. However, leave under this policy will not count toward sabbatical leave eligibility.
- Parental leave is available to spouses, domestic partners, and birthparents who are otherwise eligible under this policy.
- Unless waived by the Vice President of Academic Affairs, a faculty member who takes Parental Leave is obligated to return to active status for at least an equivalent period immediately following such leave in order to retain the benefits of the leave, including salary paid. If the faculty member who has taken paid Parental Leave does not return, she/he shall be responsible for returning the pay received under this policy unless otherwise waived by the Vice President of Academic Affairs.

Sincerely,

Jennifer M. Collins
President
Rhodes College

Rhodes College | 2000 North Parkway | Memphis, TN 38112
800.844.5969 | 901.843.3000

View this email [online](#).

2000 N. Parkway
Memphis, TN | 38112 United States

This email was sent to .
To continue receiving our emails, add us to your address book.

emma