

Birth or Adoption Leave for Administrative and Classified Employees	Document No.	
	Effective Date	10-1-11
	Revision Date	5-17-11
	Revision No.	1.0
	No. of Pages	3

1.0 Purpose

This policy establishes guidelines for administrative and classified employees to use birth or adoption leave.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	
5-17-11	1.1	Removed the word maternity and made leave available for either a mother or a father.	3.1, 3.2, 4.1, 4.4, 4.5,
5-17-11	1.2	Change wording from “per event” to “designated 12-month period”.	4.5, 5.6
5-17-11	1.3	Added the option for parents who are both employed by the college to share the leave.	4.5, 5.8

3.0 Persons Affected

3.1 Administrative and classified employees who have at minimum a 9-month letter of appointment, are regularly scheduled to work 30 hours or more per week, who are eligible to receive employment benefits, who have been employed at the college for at least 12 months, and who are expecting a baby or plan to adopt a child.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Administrative and classified employees have an opportunity for paid leave for the birth or adoption of a child.

4.2 The college allots leave at the designated allotment rate.

4.3 Administrative and classified employees take leave in accordance with this policy.

4.4 Birth or adoption leave commences on the date of the birth of the child or the date of the adoption.

- 4.5 Administrative and classified employees are entitled to 45 calendar days for birth or adoption leave during the designated 12-month period. If both parents are employed at the college, they are entitled to a combined total of 45 calendar days for birth or adoption leave.
- 4.6 Administrative and classified employees may only use birth or adoption leave once in a designated 12-month period.
- 4.7 Administrative and classified employees who return to work for less than twice the length of time they were on leave must refund all monies received from the college during their leave. Administrative or classified employees who are medically unable to return to work, as documented by a licensed medical provider, do not have to refund any of their leave.
- 4.8 Administrative and classified employees use birth or adoption leave and Family and Medical Leave Act leave concurrently.
- 4.9 Administrative and classified employees do not accrue birth or adoption leave. They may not claim time off to compensate for holidays or breaks that occur during their leave.

5.0 Definitions

- 5.1 Administrative. This job classification includes professional, non-faculty positions responsible for the management or operations of the college. Administrative employees are exempt from the Fair Labor Standards Act.
- 5.2 Classified. This job classification includes operational support positions. Classified employees are covered by the Fair Labor Standards Act.
- 5.3 Family and Medical Leave Act. This act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave during the designated 12-month period. Eligible employees may use FMLA for incapacity due to pregnancy, prenatal medical care, or childbirth; for a serious health condition that makes the employee unable to perform the employee's job; to care for the employee's child after birth, adoption placement, or foster care; or to care for the employee's spouse, child, or parent who has a serious health condition.
- 5.4 Designated 12-Month Period. This is the 12-month period the college has selected for FMLA, emergency, or birth or adoption leave. The 12-month period will be measured forward from the first date that a respective leave begins.
- 5.5 Birth or Adoption Leave. This is paid leave for employees to use for the birth or adoption of a child.

- 5.6 Allotment Rate. This is the rate at which the college provides employees leave. The college allots 45 calendar days of leave the birth or adoption of a child during the designated 12-month period. If both parents are employed at the college, the 45 calendar days may be divided between both employees.
- 5.7 Birth or Adoption Agreement. This document is a one-page form used by the college to document an agreement between the College Board and an employee regarding birth or adoption leave. The agreement describes the dates of the leave, the obligations of the college and of the employee, and provides signature lines for the president, vice president for administrative services, and the employee.

6.0 Responsibilities

- 6.1 Administrative and classified employees are responsible for requesting birth or adoption leave.
- 6.2 Administrative and classified employees are responsible for providing documentation of the birth or adoption.
- 6.3 Administrative and classified employees are responsible for working with their supervisors to plan and schedule the employee's return to work.
- 6.4 The Human Resources Department is responsible for recording and monitoring leave and for responding to requests for information about available leave.
- 6.5 The director of human resources is responsible for ensuring compliance to this policy.

7.0 Procedures

7.1 Taking Leave

- 7.1.1 The employee notifies her supervisor of a pending birth or adoption.
- 7.1.2 The employee then notifies the Human Resources Department and signs a Birth or Adoption Leave Agreement.
- 7.1.3 The employee provides the Human Resources Department with copies of birth certificate or the adoption papers.
- 7.1.4 The employee returns to work at the conclusion of the leave.