

Parental Leave (formally Maternity Leave and New Parent Leave)

Eligibility

Once an employee has completed their 90 day initial probationary period at the College they are eligible for Parental Leave. Under the Massachusetts Parental Leave Act (MPLA) an employee is entitled up to 8 weeks of unpaid leave related to the birth, adoption, or placement for adoption of a child or for placement by court order. Benefit-eligible employees will be granted an 8 week paid leave. Under normal circumstances, employees will be reinstated to their same or similar position at the end of their Parental Leave.

When both parents work for the College, they are entitled to a combined total of 8 weeks of parental leave for the birth, adoption or placement for adoption of the same child, or for placement by court order.

If the employee works up to the date of delivery, adoption, or placement, then 8 weeks of paid leave will begin on that date.

If the employee stops working before the delivery for any reason other than a medical reason, then this time will be requested as, and charged to, available vacation or personal time. Employees who stop working for a medical reason can use sick time, and if sick time is exhausted they can use vacation, or personal time. At the point of delivery, adoption or placement, the 8 weeks of paid Parental Leave, as described above, begins.

Notice requirement

Employees who anticipate taking a leave under this policy must let their supervisor and the Human Resources Office know at least two weeks prior, or as soon as practicable if the delay is outside the employee's control, the anticipated date of departure and their intention to return to work after the leave.

Additional Leave

Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave for the same covered absence. If eligible for FMLA leave, an employee can use any accrued vacation or personal time to continue their paid leave. If there is no accrued time available, the employee may be eligible to continue on an unpaid FMLA leave.

Faculty should consult with the Dean of Faculty Office regarding Parental Leave.