

Department Policy and Procedure Manual

Subject: Parental Leave Policy
Scope: Hospital-wide

Effective Date: January 1, 2021
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I. Purpose

To help support employees who are new parents through birth, adoption, legal guardianship, or long-term foster care placement, Lurie Children's will provide up to **2 weeks** of paid Parental Leave. The purpose of paid parental leave is to support employees while they care for and bond with a newborn or newly adopted or placed child. This paid time may be, but is not required to be taken concurrently with leave available under the Family and Medical Leave Act (FMLA), as applicable.

This policy is effective as of January 1, 2021 for qualifying birth, adoption, guardianship or long-term foster care events occurring on or after this date.

II. Policy Statements

A. Eligibility

To be eligible for this benefit, an employee must meet all the following criteria:

- Classified as 'Regular' status employee (e.g. not temporary, seasonal or contingent status) of Lurie Children's Hospital;
- Hold a position with an FTE status of .5 or greater;
- Employed by Lurie Children's for at least 12 months at the time leave begins;
- Have worked a minimum of 1,250 hours in the 12 months prior to the start of leave;
- Have given birth to a child; or be a spouse or domestic partner of a woman who has given birth to a child; or become a parent through surrogacy or adoption; or become a foster parent for a child when the child is placed on a long-term basis, typically until the child reaches age 18.

Employees who receive Allowed Time Off are not eligible for additional paid Parental Leave.

B. Amount and Use of Parental Leave

1. Eligible employees will receive a maximum of 2 weeks of paid Parental Leave per birth, adoption, legal guardianship, or long-term foster care placement of a child or two or more children. The amount of Parental Leave does not increase with: (i) multiple births (e.g., twins) or the placement of multiple children at or about the same time; or (ii) more than one type of placement for the same child or children (e.g., placement of the child or children for foster care and later adoption). Legal guardianship does not include guardianship solely for purposes of managing a child's finances.

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2. Each week of paid Parental Leave will be compensated at 100% of the employee's regular, base weekly wage paid through the employee's paycheck on regularly scheduled pay dates.
3. Approved Parental Leave may be taken at any time during the twelve-month period immediately following the birth of a child(ren) or placement of the child(ren) with the employee for adoption or long-term foster care or by legal guardianship. If parental leave is not taken concurrently with FMLA, the timing of the leave should be coordinated and approved by the manager, based on staffing needs.
4. Employees must use Parental Leave on a continuous basis and in consecutive weeks.
5. Upon termination of employment, the employee will not be paid for any unused Parental Leave for which they were eligible but did not take.

C. Coordination with Other Leave and Paid Time Off Benefits

1. For employees who begin a Parental Leave on or after January 1, 2021, Parental Leave may run concurrently (i.e., at the same time) with any other applicable leaves, including leave under the federal Family and Medical Leave Act and similar state and local laws. In this case Parental Leave would be counted against an employee's annual leave entitlement under applicable laws and policies. Alternatively, an eligible employee may take Parental Leave after exhaustion of FMLA time (if available), so long as the Parental Leave is taken within twelve months of the birth, adoption or placement and in accordance with this policy and other applicable policy relating to scheduling of time off.
2. Employees who give birth to a child may be eligible for medical leave and disability benefits during the period of temporary disability associated with childbirth, which is typically six weeks for a normal delivery and eight weeks for delivery by cesarean section. Paid Parental Leave is provided in addition to short-term disability benefits that may be paid and can be used: 1) to supplement the disability period benefits in order to be paid the employee's full FTE (i.e., paid out over a longer period than two weeks); or 2) subsequent to the disability period; or 3) after the end of the FMLA period, if applicable (but within 12 months of the birth of the child).
3. If an observed holiday occurs while an employee is on paid Parental Leave, the employee will receive the same period of paid Parental Leave (i.e., the paid Parental Leave will not be extended by one day). Holidays occurring during the period of leave will not impact the total paid Parental Leave entitlement.

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4. Employees will continue to accrue PTO while taking Paid Parental Leave.

III. Procedures

A. Requests for Paid Parental Leave and Documentation

1. The employee will provide notice to their manager and submit leave request to IPMG at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation, as required, to substantiate the request.
2. The employee will be required to furnish appropriate documentation for the birth of a child or surrogacy.
3. The employee must provide a formal court document for adoption, long-term foster care placement or legal guardianship.

B. Applying for Parental Leave

1. The employee should contact the Absence Management Administrator ([IPMG](#)) at 1-877-737-0032, or by visiting their website at www.in-sightonline.com.
2. The Employee and manager will be provided with notification of approval or denial of request for leave.
3. Approved leave time will be coded for payroll by the Absence Management Administrator.

C. Additional Information

Questions regarding Parental Leave should be directed to Human Resources.

IV. Cross References / Related Policies

Family and Medical Leave

Personal Leave and Non-FMLA Medical Leave of Absence

Paid Time Off

Allowed Time Off

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Adoption Benefits

Date Written: 1/1/21

Date Reviewed/Revised:

Date of Approvals:

Hospital Operations Committee:

Administrative Policy & Procedure Committee: 5/19/2021