

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 507</p> <p>Page: 1 of 1</p> <p>Subject: Paid Time Off – Parental Leave</p> <p>Revised: October 24, 2002</p>
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Parental Leave

Staff with Regular Full-time appointments are eligible for up to 6 weeks of paid parental leave after 12 months of service with the College. Parental Leave is an excused absence for temporary disability of 6 weeks or less due to normal childbirth or to prepare for and adjust to the arrival of a child.

Parental Leave will be granted by the College upon formal notification of the pending date of arrival of a child. Such leave must be requested on the appropriate Leave Request Form and approved in advance by the immediate supervisor and the Director of Human Resources.

Leave can be taken prior to or following the arrival date of the child up to a maximum of 6 weeks total. Parental Leave cannot be used in conjunction with paid Short Term Disability Leave except in the case of medical disability due to complications of pregnancy/childbirth.

Parental Leave will be counted as and run concurrently with Family and Medical Leave Act (FMLA) Leave described elsewhere in this handbook.