



Brandeis University

Massachusetts Parental Leave

Policy Statement

Eligible new parents may take up to eight (8) weeks of unpaid leave for the birth of a child or the adoption of a child under the age of eighteen (or a child under the age of twenty-three if the child is mentally or physically disabled).

Applicability

This policy applies to faculty and staff who have been employed for at least three (3) consecutive months in a benefits eligible position and if they provide the University with at least two weeks' notice of the need for leave.

Guidelines:

Consistent with the provisions of the Massachusetts Parental Leave Act, eligible employees may request up to eight (8) weeks unpaid leave per child (e.g., sixteen (16) weeks for twins).

If both parents work for the University, only a total of eight weeks' unpaid leave shall be granted per child.

Leaves under this policy will run concurrently with leave under the Family Medical Leave Act (FMLA) for an employee who is eligible for FMLA leave. Employees who are eligible for paid parental leave under the University's Family Medical Leave Policy for Staff or the Family Medical Leave Policy for Faculty should refer to these policies for more information.

Requests for Parental Leave must be made in writing to the Office of Human Resources at least two weeks prior to the commencement of the leave, or as soon as possible if the delay is for reasons beyond the employee's control. The anticipated duration of leave must be stated in the request.

Employees will be required to provide documentation to support the need for leave.

This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

Office of Human Resources
01/2018