

# WABASH COLLEGE PARENTAL LEAVE POLICY

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## Salaried Staff

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To assist salaried staff members in balancing their work and family responsibilities, the College offers eligible salaried staff members the opportunity to take parental leave in accordance with the terms of this policy. To be eligible for parental leave under this policy, the salaried staff member must be a full-time, permanent employee as defined in the College's Employment Guide and must be the parent of a newborn child, or of a newly adopted child age five (5) or younger (a "qualifying child").

An eligible salaried staff member (regardless of sex) who is a biological or adoptive parent of a qualifying child, and who is the primary caregiver of that child, may take up to 15 weeks of leave at their full salary, figured at the rate described on their most recent appointment or salary letter, applicable to the weeks immediately following the week in which the birth or adoption occurs. For these purposes, the caregiver is "primary" if he/she has the relatively larger time commitment, as compared to the other parent, for the care of the child during the work day. The College may require that the salaried staff member provide certification to support this determination.

The primary caregiver may also take up to an additional 15 weeks of leave at no pay (immediately following the 15 weeks taken as paid leave). During this unpaid period, the College will continue to pay the College's portion of the applicable medical plan coverage for the salaried staff member.

An eligible salaried staff member who is a secondary caregiver (a parent who is not the primary caregiver) of a qualifying child may take up to 15 weeks of unpaid leave, applicable to the time period in which the birth or adoption occurs or immediately following the leave of the primary caregiver. During this unpaid period, the College will continue to pay the College's portion of the applicable medical plan coverage for the salaried staff member.

A salaried staff member who would like to take leave under this policy must discuss his or her plans in advance with the Senior Staff member leading his or her area so that adequate job coverage can be arranged.

Leave under this policy runs concurrently with a Family Medical Leave and short-term disability benefits due to recovery from the birth. This policy is limited to two birth events and/or adoptions per employee irrespective of primary or secondary caregiver roles.