



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Paid Parental Bonding Leave Policy & Procedure	UPD Bargaining Unit Employees	Provides employees with paid leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care	7/1/23	Associate Vice President of Human Resources & Organizational Development	2

The University will provide up to four (4) weeks of paid parental bonding leave to UPD bargaining unit employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of this paid time off is to enable the employee to care for and bond with their newborn or newly adopted or newly placed child. Any time taken under this policy will run concurrently with state and federal Family and Medical Leave (FML). If additional time is taken for these FML qualifying events (birth of a child/adoption/foster care) the employee will need to use their accrued sick leave, vacation, and personal time to be compensated while they are out of work. All inquiries regarding paid bonding time should be directed to MedLeave, the FMLA vendor. MedLeave is also available to discuss with employees the State of Connecticut's paid leave program. The phone number for MedLeave at 844-438-3652.

Category	Paid (Y/N)	Amount of Time	Detail
Birth --Mother Bonding Time	Yes	4 weeks	<ul style="list-style-type: none"> • This paid time must be taken immediately after the birth of the child in one continuous period and may not be taken intermittently. • Any time taken off for the birth of a child or to bond with a newborn need to be coordinated with MedLeave. • The birth of twins or triplets does not increase these 4 weeks of bonding time.
Non- Birth Mother Bonding (i.e., birth by surrogate, father)	Yes	4 weeks	<ul style="list-style-type: none"> • Leave must be taken within 6 months of the birth of the child in one continuous period. Paid bonding time cannot be taken in intermittently.
Parental Leave; Bonding time for the adoption of a child or placement of a foster child in your home	Yes	4 weeks	<ul style="list-style-type: none"> • Leave must be taken within 6 months of the adoption or placement of foster child in one continuous period and may not be taken intermittently. • Applies to adoption of a child, or placement of a foster child, under the age of eighteen (18), or a newly adopted child or placed foster child under the age of twenty-three (23) if that child has an intellectual disability or is a person with a disability.

Additionally, the following provisions will apply:

- With the approval of departmental leadership, an employee may extend the periods described above with paid benefit sick time, personal, and vacation time.
- Federal and Connecticut FML leave, and any other leaves required by law will run concurrently with the paid leaves to the extent the employee is eligible for leave under those laws.
- If two employees of the University are the parents of the same child, each employee is eligible to receive paid leave under this University Policy, but the leaves cannot be taken at the same time.
- Employees must contact MedLeave if they are interested in taking this benefit and provide documentation to substantiate the request to MedLeave.