



FAQs: PARENTAL LEAVE Updated: September 7, 2023

Notice: Effective August 16, 2023, eligible employees will be provided parental leave upon hire and the six-month eligibility requirement will be removed. For instances of the birth or adoption of a child occurring on August 1, 2023 – August 15, 2023, employees who are not eligible for leave (they have been here less than 6 months) may be granted up to 6 weeks leave. This will provide some paid leave for those employees who expect to need leave after August 16 but birth/adoption occurs earlier than anticipated. Employees will not receive more than 6 weeks of paid parental leave in total per year.

1. How much paid time off will I receive if I become a new parent?

Eligible employees receive six (6) weeks paid leave per year. Accumulated paid leave time does not need to be used. An employee can choose to take less than six (6) weeks.

2. What situations are covered by parental leave?

Employees may use parental leave for the following circumstances:

- *Birth of a child*
- *Initial placement of a child under 18 years of age for adoption or foster care.*
- *Legal adoption of a child under 18 years of age.*

3. Can I take parental leave intermittently?

Parental leave may be taken intermittently ONLY if the employee's department agrees to this arrangement. There are many instances where an intermittent schedule will not work and therefore not all employees will be able to take it as such.

4. Can I use parental leave to care for my own parents?

No. Parental leave is not intended for the care of parents.

5. If I am adopting a child, can I use parental leave if I need to travel or make other preparations in advance of the adoption becoming official?

No. This would require a request for vacation or floating holiday leave per departmental policies and procedures.

6. What if my adoption or foster placement requires more than one period of absence?

If intermittent absences are needed (for example placement and then legal adoption), the employee may use only up to a total of six (6) weeks. If there is more than one foster placement, the employee may use only a total of six (6) weeks parental leave

7. If I am pregnant and need to go on bedrest, can I use parental leave prior to the birth of my child?

No. Parental leave begins on or after the child is born. Other leave types may be applicable. Please consult with your university or system human resource office.

8. If both parents work at the University of Illinois, can we be both receive parental leave?

Both parents may receive parental leave if they meet the eligibility criteria.

9. How often can I receive parental leave?

Parental leave is limited to six (6) weeks total leave every 12 months, regardless of when your leave starts. Parental leave must be taken within 12 months following the first date of leave. Below are a couple examples:

Example 1: If you give birth or adopt a child on August 1, you will have until July 31 to use all of your parental leave. Once you have used all six (6) weeks of your parental leave, you will not be allowed to take another parental leave until the next August 1.

Example 2: If you receive placement of a foster child on April 1 and a second foster child on June 30, provided you have not used the full six (6) weeks, you may use the balance of unused time for the second child. You may be eligible for parental leave again beginning April 1 of the next year.

10. What is the amount of leave time I would have as a part-time employee?

Employees with less than a 100% appointment receive parental leave on a prorated basis. The below table provides some examples for illustrative purposes. Not all FTE percentages are included.

| FTE% | Hours Worked/Week (Based on a 40 Hour Work Week) | Total Hours of Parental Leave | Hours Worked/Week (Based on 37.5 Hour Work Week) | Total Hours of Parental Leave |
|------|--|-------------------------------|--|-------------------------------|
| 100% | 40 | 240 | 37.5 | 225 |
| 80% | 32 | 192 | 30 | 180 |
| 75% | 30 | 180 | 28.125 | 168.75 |

| | | | | |
|-----|----|-----|-------|-------|
| 50% | 20 | 120 | 18.75 | 112.5 |
| 25% | 10 | 60 | 9.375 | 56.25 |

11. Will I receive parental leave if I am not eligible for Family and Medical Leave?

Employees eligible for parental leave will receive the six (6) weeks of leave regardless of their eligibility to receive Family and Medical Leave.

12. I am a new employee. Am I eligible to receive parental leave?

Yes, if you meet [eligibility criteria](#).

13. I am an employee with a 9/12 or 10/12 appointment. Is parental leave available to me?

Yes, parental leave is available during your 9-month or 10-month service time. Parental leave may be taken during your service period. Parental leave is not applied during the non-service period.

14. How do I apply for Parental Leave?

Employees applying for parental leave should complete the "[Leave Application: Family and Medical Leave, Parental Leave, and/or Bereavement Leave](#)". and submit it to the applicable university or System human resource office.

15. What will happen if I do not return to the University of Illinois System after my parental leave is over?

If you resign during or at the expiration of your parental leave you will be required to reimburse the University of Illinois System for the cost of wages paid during the leave.

16. Am I eligible for Parental Leave if I am a surrogate?

No. Surrogates should contact their respective university or system HR office to determine their FMLA eligibility. Eligible employees may use FMLA (serious health condition of employee) to recover from birth of child as this is considered a serious medical condition.

17. Who can I contact for more information?

Refer to the "[Leave Application: Family and Medical Leave, Parental Leave, and/or Bereavement Leave](#)" for contact information for your university or system human resource office.