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**Responsible University Administrators:**  
*Sr. Vice President for Business and Finance |CFO*

**Responsible University Office:**  
Human Resources

## **PARENTAL LEAVE & SUPPLEMENTAL PARENTAL LEAVE**

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### **PURPOSE**

The following Parental Leave policy is intended to define and clarify the leave available to University of Nebraska employees for pregnancy, childbirth and adoption. This policy outlines the circumstances for which eligible employees may use accrued sick leave for qualifying events. Paid Supplemental Parental Leave (SPL) is a leave quota that may be requested when an eligible employee does not have eight (8) weeks of sick leave available for their event/incident. Documentation is needed to support Parental Leave and Supplemental Parental Leave.

### **APPLICABILITY**

Regular employees holding Faculty, Administrative, Managerial/Professional, Office/Service or Postdoctoral appointments are eligible. This includes part-time regular employees.

Faculty who are part of a collective bargaining unit should refer to their collective bargaining agreement for applicable parental leave guidelines.

Temporary employees are not eligible for Parental Leave. However, leave-eligible temporary employees (those who accrue leave) may use their available paid leave balances (e.g., vacation, sick leave, or compensatory time) and may take unpaid leave for qualifying absences under the Family and Medical Leave Act (FMLA), in accordance with University of Nebraska leave policies.

### **POLICY**

#### **RP-3.3.13 (Parental Leave Policy)**

Eligible employees receive up to a total of eight (8) workweeks of paid leave for any of the eligible reasons defined below. Employees are expected to utilize all sick leave or faculty disability leave available to them throughout the leave.

If, however, an eligible employee does not have enough available sick leave or disability leave to cover the full length of the leave, the University will continue the employee's pay through to the end of the leave with Supplemental Parental Leave so that the employee will remain in paid status throughout the duration of the leave, not to exceed a combined total of eight (8) workweeks.

### **ELIGIBLE REASONS & INSTRUCTIONS**

1. **Care of a Newborn:** Birth parents or the benefit eligible adult designee who need to care for or bond with a newborn following the child's birth may utilize up to eight (8) workweeks of parental leave. If employees need additional leave beyond the eight (8) workweeks permitted under this policy, they may

request to use other leave available to them under university policies. The University requires employees to submit documentation verifying the birth of the child (e.g., a birth certificate, hospital admission form associated with the delivery). Such leave normally must be taken in a consecutive period. Advance approval by the employee's supervisor is required before such leave may be taken on an intermittent basis. If intermittent leave is approved, the employee must complete the leave within six (6) months following the child's birth. Foster parents are not eligible for leave.

2. **Period of Incapacity, Prenatal Care, or Serious Health Condition Related to Childbearing:** Employees who are incapacitated and need to be off work due to pregnancy, childbirth, miscarriage, termination of a pregnancy, prenatal care, post-partum recovery, or a serious health condition attributable to or caused by any of those conditions may utilize up to eight (8) workweeks of parental leave. If employees need additional leave beyond the eight (8) workweeks permitted under this policy, they may request additional leave based on their individual circumstances and the advice of their healthcare provider. The University requires employees to submit a statement from their healthcare provider verifying the underlying condition and the period of any incapacity.
3. **Care for a Birth Parent:** Employees who need to care for a spouse or a benefits eligible adult designee who is incapacitated, who needs assistance during their prenatal care, or who needs assistance due to a serious health condition attributable to or caused by that individual's pregnancy, childbirth, or subsequent recovery may utilize up to eight (8) workweeks of parental leave. Employees who need to care for a spouse or a benefits-eligible adult designee following a miscarriage or the termination of a pregnancy may utilize up to five (5) workdays of parental leave. If employees need additional leave beyond the eight (8) work weeks or five (5) workdays permitted under this policy, they may request to use other leave available to them under university policy. The University may require employees to submit documentation verifying their adult designee relationship, as well as a statement from the healthcare provider verifying the underlying condition and the length of time needed. Such leave related to childbirth and recovery normally must be taken in a consecutive period. Advance approval by the employee's supervisor is required before such leave may be taken on an intermittent basis. If intermittent leave is approved, the employee must complete the leave within six (6) months following the event.
4. **Adoption:** Employees may utilize up to eight (8) workweeks of parental leave to care for and bond with an adopted child following placement. Placement is deemed to commence when the child is placed in the physical custody of the employee or, if travel is required, when the employee commences the trip needed to obtain physical custody of the child, whichever occurs earlier. This leave is not available if the child is (a) a child over the age of eight without any special needs, (b) a special needs child over the age of eighteen, (c) a stepchild being adopted by a stepparent, (d) a foster child being adopted by the foster parent, or (e) a child being adopted by a person with whom a voluntary placement was previously made for purposes other than adoption. The University requires employees to submit documentation verifying the placement and date of placement of the adopted child with the employee. If employees need additional leave beyond the eight (8) workweeks permitted under this policy, they may request to use other leave available to them under the University's policies.

#### **FACULTY GUIDELINE**

To ensure continuity in course instruction, faculty members utilizing such leave may be excused from teaching or other instructional responsibilities during the semester or other period in which the leave, or the majority of it, occurs. If excused, the faculty member will be required to perform non-teaching or non-instructional duties for the remaining portion of the semester that is outside of the parental leave period. The faculty members' pay will not be reduced during the leave even if a substitute is utilized to assume the faculty member's teaching or instructional responsibilities.

#### **FAMILY AND MEDICAL LEAVE ACT (FMLA) APPLICABILITY**

Because the reasons permitted for taking parental leave also constitute qualifying events for the purposes of the Family and Medical Leave Act (FMLA), the amount of time taken away from work pursuant to a parental leave will run concurrently with and count against the twelve (12) weeks of leave granted to employees under the FMLA. The rights and responsibilities of employees under the FMLA are addressed separately in Regents' Policy 3.3.11 relating to Family/Medical Leaves of Absence. A FMLA request form is available [here](#).

#### **SUPPLEMENTAL PARENTAL LEAVE**

Employees who do not have a sufficient accrued sick leave balance and require additional leave, up to a total of eight (8) weeks for an event/incident, may request Supplemental Parental Leave (SPL) by completing and submitting a SPL Request Form to their Supervisor. This form is available [here](#). Supplemental Parental Leave does not need to be paid back.

#### **FREQUENTLY ASKED QUESTIONS**

Employees can find a "frequently asked questions" resource [here](#). The definition of an eligible adult designee is outlined on the FAQ document or you may find it [here](#).

#### **SUBMITTING LEAVE FOR PARENTAL LEAVE & SUPPLEMENTAL PARENTAL LEAVE**

An SAP Firefly Sick Leave Request should be submitted when employees are out of the office on Parental Leave.

If you need and are approved to utilize Supplemental Parental Leave a SPL leave quota will be created in SAP Firefly for you to submit a request for paid parental leave.

#### **History**

Parental Leave Policy approved by NU Board of Regents on April 11, 2025

This policy was approved by Anne Barnes, Sr. VP for Business and Finance and CFO, on June 17, 2025.