



Policy on Parental Leave

1.0 Preamble:

The Parental Leave Policy is a document that describes the eligibility, duration and conditions for employees as part of their benefits as a member of the Caleb University community. Parental leave can be either maternity leave or paternity leave. While maternity leave, also known as primary carer, normally applies to the birth parent (mother), paternity leave is requested by the non-birth parent (father), also called secondary carer.

2.0 Duration:

Eligible employees are assured a maximum of 12 weeks of paid leave from the stated start date for those on maternity leave and 12 weeks of unpaid leave for those on paternity leave. "Assured" means that the department cannot refuse leave if the birth of a child or placement with an employee for adoption or family care is confirmed. If both parents are employed at Caleb University, each parent is entitled to a maximum of 12 weeks of parental leave.

3.0 Limitations:

Time off for the birth, adoption or placement of a child should generally be taken at intervals (at least two weeks) and must be taken within the first 12 months after the birth or adoption of the child. A request for baby bonding leave of less than two weeks may be granted on any two occasions:

- A serious health condition that makes the employee unable to perform their job.
- The serious health condition of a spouse that requires the employee's absence from work to care for the ill family member.

3.1 Definition of "Serious Health Condition"

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- Hospitalisation (i.e., overnight stay) in a hospital, hospice, or nursing home, including periods of incapacity (i.e., inability to work, attend school, or perform other normal daily activities) or subsequent care associated with such hospitalisation; or
- Continuing treatment by a health care provider, which includes:
 1. A period of incapacity lasting more than three consecutive full calendar days and all subsequent periods of treatment or incapacity related to the same illness, which also include:
 - a. treatment at least twice by or under the supervision of a health care provider (i.e., personal visits, the first within 7 days and both within 30 days of the first day of incapacity); or

- b. one treatment provided by a health care provider (i.e., in-person visit within 7 days of the first day of incapacity) with an ongoing treatment programme (e.g., prescription medications, physical therapy); or
2. Any period of incapacity for work related to pregnancy or prenatal care. A visit to a healthcare provider is not necessary for every absence; or
3. Any period of incapacity or treatment for a chronic, serious illness that continues for an extended period requires regular visits (at least twice a year) to a healthcare provider and may include occasional periods of incapacity. A visit from a nurse is not necessary for every absence; or
4. Permanent or long-term incapacity for work due to an illness whose treatment may not be effective. Inspection by a health care provider is necessary rather than active treatment; or
5. Any absences to receive multiple treatments for restorative surgery or a condition would likely result in a period of incapacity of more than three days if not treated

4.0 Eligibility

Employees who have been employed at Caleb University for at least one year and have worked at least 1,250 hours (paid time off, paid holidays and unpaid holidays) during the 12 months before the start of the requested leave.

5.0 Notification

Employees must notify HR and their supervisor/manager/head 30 days in advance if the need for leave is foreseeable (i.e., expected birth, adoption or planned medical treatment). If advance notice is not possible, employees must give as much advance notice as possible. If the employee has sufficient prior knowledge of the need for leave without prior notice, the department may refuse to grant leave within 30 days. Such refusal should be made only when operationally necessary and always after consultation with the Human Resources Office. Employees must give at least two days' notice to inform if the return to work is later or earlier than the expected return date.

6.0 Intermittent Leave

The employee can use the leave in two-week periods for the birth and care of the child or "baby bonding". An application for baby bonding leave of less than two weeks can be granted on any two occasions.