



PARENTAL LEAVE

RESPONSIBLE OFFICE: **DIVISION FOR PEOPLE AND CULTURE**

COVERED EMPLOYEES: **Full and Part-Time Faculty (F1; F2; F3)**
Full and Part-Time Professional (P1; P2; P3; P4; P5; H1; H2; H3; H4; H5)
Full and Part-Time Staff (A1; N1; N2; N3; E1; E2; E3)
Full and Part-Time Service (B1; B2; B3)

NOT COVERED: **Temporary Employees (TM; TB; TF; F8)**
Semester Faculty (F4; F5; F6)
Graduate Assistants/Student Employees (S1; S2; S3; S4)

Parental leave provides time away from professional and work obligations for parents to bond with their new child and/or recover from childbirth. We promote work-life balance and encourage eligible employees to enjoy time away from work at this critical life juncture welcoming their new family member.

Time Off and Pay

Parental leave may be used at the birth or adoption of a minor child and within the first 6 months of arrival. It provides 6 weeks leave paid at the employee's base salary, and for a part-time employee is based upon their average weekly number of hours worked in the prior 6 months. Up to 20 more weeks of unpaid leave (for a maximum total of 26 weeks paid/unpaid leave) may be used. Parental leave must be completed within 6 months of the birth or adoption, and any additional leave requests or leave after the 6 month window would be considered under the Family Medical Leave Act (FMLA), extended medical leave, or other applicable law.

Vacation, Compensatory Time, Paid Time Off (PTO), and/or Income Protection Bank (IPB) balances may be used during the unpaid leave time. Sick leave may not be used because paid parental leave is intended to replace the use of sick leave for family care. However, if medically needed, the birth mother may use personal sick leave before or after the paid parental leave.

Scheduling Leave

Parental leave may be taken either on a full-time or half-time continuous basis and may not be used intermittently. Employees electing half-time continuous leave will collaborate with their supervisor/department to determine the half-time work/half-time leave schedule. Leave used on a half-time basis is not prorated and does not extend beyond 6 weeks in duration.

Requests for parental leave should be made as far in advance as possible, but generally not less than 30 days before the leave commences. To begin their leave, an employee must provide



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confirmation of birth/adoption to their supervisor and the Leave Management Specialist in the Division for People and Culture as soon as possible.

If an official University holiday or paid/salaried break period occurs during the employee's paid parental leave, parental leave is used instead. For unpaid break periods, such as when academic year employees are not scheduled to work/be paid during academic break periods, the continuous leave period may be interrupted and recommence when a pay status would have resumed, as long as it is still within 6 months of the birth or adoption.

Benefit Continuation

Employees on parental leave retain their employee benefits during the leave and must arrange with Payroll Operations for the payment of their portion of insurance premiums due during any unpaid leave period. Failure to pay the monthly premium could result in cancellation of coverage.

If the employee fails to return to work at the end of the leave and work for a period of time equal to the length of the leave that was not covered by FML, the employee must repay the portion of the benefit costs paid by the University during the non-FML portion of the parental leave.

Return to Work

An employee's position will be held during a parental leave. Failure to return to work on or before the expiration of the parental leave will be considered as resignation from the University.

Other Important Details

- ◆ Employee must have been employed for at least one year.
- ◆ If both parents are employed by Ball State, each is eligible to use this leave.
- ◆ An employee may not work for pay while on parental leave without prior written approval from the Vice President for People and Culture. Otherwise, the employee will be considered to have resigned from the University as of the effective date of such employment.
- ◆ When medically or legally necessary, the Division for People and Culture may approve parental leave to begin prior to the birth or adoption.
- ◆ Paid parental leave that is not used in accordance with this policy is forfeited and unused balances are not paid out.
- ◆ Multiple births or adoptions at the same time count as one parental leave event and time off does not stack.
- ◆ In the case of a stillborn child, the birth mother is eligible for a maximum of 6 weeks paid parental leave and the non-birth parent up to 2 weeks of paid parental leave which must be taken immediately following the birth and is provided in lieu of bereavement leave.
- ◆ Tenure-track faculty who use parental leave may request an extension of their probationary period as outlined in the *University Promotion and Tenure Document*.
- ◆ Parental leave runs concurrently with the Family Medical Leave Act (FMLA), as applicable.



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- ◆ BSU complies with the Pregnant Workers Fairness Act (PWFA) and the PUMP Act helping create a work environment conducive to pregnant workers' needs and easing the return-to-work process.
- ◆ See FMLA policy for foster care placements, leave requests beyond six months and up to one year of arrival, and if leave is needed for a medical/intermittent basis.

Non-Retaliation

Ball State University prohibits any form of retaliation against an employee for requesting or using approved leave, for supporting another employee's use of leave, or for reporting a concern related to leave rights. Supervisors and administrators must ensure that an employee's use of leave is not considered negatively in performance evaluations, work assignments, or other employment decisions. Concerns about retaliation should be referred promptly to the Division for People and Culture.

Questions should be directed to the Leave Management Specialist in the Division for People and Culture.

Amendments

The Vice President for People and Culture is authorized to amend this policy. Any modifications necessitated for legal compliance are to be made in consultation with the Vice President and General Counsel.

HISTORY

Issued: 2/3/2017
Revised: 09/26/25 (service only); 12/12/25