



Belmont Abbey COLLEGE

MATERNITY/PATERNITY/ADOPTION LEAVE POLICY

POLICY STATEMENT

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. This policy applies to regular, full- and part-time employees (excludes Adjunct Faculty). Temporary employees are not eligible for paid maternity/paternity/adoption leave under this policy.

Guidelines:

1. Maternity Leave will provide 12 weeks of paid leave following the birth of a child. Maternity Leave does apply to the Family and Medical Leave Act (FMLA) Policy.
2. Paternity and Adoption Leave will provide four (4) weeks of paid leave.
3. Health Insurance benefits will continue to be provided during the paid leave under this policy at the same rate as in effect before the leave was taken; however, rate increases that occur during the leave will be implemented as they become effective.
4. Weekly overtime calculations are based only on hours worked.
5. Compensation for paid time off will be computed on the basis of an employee's regular wage or salary for a comparable work period.
6. Employees are expected to provide as much notice as practicable in each situation. Applicable paperwork must be completed and submitted to Human Resources for leave approval.