



**Policy Title: Maternity Leave and Primary Caregiver Leave for Staff and Non-Contract Faculty**

**Policy Number: BU-PP 418B**

**Date Issued: March 29, 2017**

**Responsible Executive: Vice President & Chief Human Resources Officer**

**Date Last Revised: January 25, 2021**

**Responsible Office: Human Resources**

## **Maternity Leave and Primary Caregiver Leave for Staff and Non-Contract Faculty BU-PP 418B**

---

### **Policy Statement**

Baylor University (the “University”) provides Maternity Leave and Primary Caregiver Leave for staff and non-contract faculty members.

---

### **Reason for the Policy**

Baylor University (the “University”) seeks to support staff members and non-contract faculty members who are adding to their family through birth or adoption. While recognizing that each situation is unique, the University has created the following policies that apply to all eligible staff members.

---

### **Individuals/Entities Affected by this Policy**

Eligible staff members and non-contract faculty members

---

### **Exclusions**

Contract Faculty Members, student-employees and graduate students

*This Policy does not alter the at-will relationship of non-contracted employees with the University, nor does it create a contractual obligation on behalf of the University toward any individual or entity, including without limitation contractors, faculty, or contracted staff.*

---

### **Related Documents and Forms**

---

#### **University Policies and Documents**

[Non-Compensated Leaves of Absence](#)  
[Family and Medical Leave Act \(FMLA\)](#)

1. Maternity Leave and Primary Caregiver Leave for Staff and Non-Contract Faculty (BU-PP 418B)

- [Lactation Accommodation](#)
- [Paid Parental Leave](#)
- [Paid Parental Leave Request Form](#)
- [Paid Caregiver Leave](#)
- [Paid Caregiver Leave Request Form](#)

## Forms and Tools

Forms and tools are available at <https://www.baylor.edu/hr/>.

## Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>

## Responsibilities

<b>Eligible Staff or non-contract faculty member</b>	The eligible staff or non-contract faculty member seeking maternity and/or primary caregiver leave is responsible for notifying the department head/supervisor in writing about the desire to take said leave(s). The staff member must complete all leave-related documentation available on the HR website.
<b>Human Resources</b>	Human Resources is responsible for providing accurate leave-related forms and approving maternity and primary caregiver leaves. Once leaves are approved, HR shall notify all parties involved, including but not limited to, the staff member and her or his department head/supervisor.

## Principles

### Staff Maternity Leave

Staff maternity leave is provided for under the Family and Medical Leave Act (FMLA), and is available for female staff members who are pregnant and have been employed with Baylor University for at least twelve months and have worked at least 1,250 hours during the previous 12-month period. This leave may be taken on an intermittent or full-time basis, and it may last for up to twelve weeks during any rolling 12-month period.

This leave covers the birth mother and only covers time during which the birth mother is physically unable to work as certified through medical documentation.

### Application Procedure

A statement from the staff member's health care provider is required for the birth and care of a newborn child, in the form of the FMLA Certification of Health Care

Provider Form. For foster care placement or adoption of a child, appropriate court documents are required.

---

### **Primary Caregiver Leave**

---

Primary caregiver leave is also provided for under the FMLA, and is available to male and female staff members who have recently added to their family through birth or adoption. This leave may be taken on an intermittent or full-time basis, and it may last for up to twelve weeks during any rolling 12-month period.

In order to be eligible for this leave, the staff or non-contract faculty member must:

- Be employed by Baylor for at least twelve months, and have worked at least 1,250 hours during the previous 12-month period before seeking leave, and
- Certify that during the leave he or she will be the primary caregiver of a child under the age of one year, or for adoption, that the leave will be taken within one year following placement.

In order to take this leave, the staff or non-contract faculty member must:

- Notify in writing the department head/supervisor about the desire to take primary caregiver leave as soon as is practical and
- Complete all leave-related documentation available on the HR website. The leave must be approved by HR before it may begin.

---

### **Combining Staff Maternity and Primary Caregiver Leave**

---

It is possible to combine a staff member's maternity and primary caregiver leaves as long as the two leaves total no more than twelve weeks in one rolling 12-month period.

---

### **If Both Parents are Baylor University Employees**

---

Primary caregiver leave may only be awarded once per childbirth or adoption event. If both parents are employed by Baylor University, the primary caregiver leave may be split between the parents for a total of 12 weeks of approved leave.

---

### **Pay during Maternity and Primary Caregiver Leave**

---

During the period of time in which maternity and/or primary caregiver leave is used, the staff member will be required to use any accrued paid parental leave, paid caregiver leave, sick, and vacation time balances before they will be placed in a non-compensated leave of absence. While in a compensated status, staff members will continue to accrue paid leave time (i.e. sick and vacation). When accrued paid leave time is exhausted, putting the staff member in a non-compensated status, the department is responsible for initiating the process to

place the staff member on a medical leave of absence. More information is available in the Non-Compensated Leave policy.

---

### **Paid Parental Leave**

---

Baylor University provides up to six (6) weeks (240 hours) of Paid Parental Leave for staff and benefit eligible temporary employees. Paid Parental Leave will be available following a Qualifying Event (birth, placement of child for adoption, placement of child for foster care), and must be used within 12 weeks of the Qualifying Event. Paid Parental Leave will be available one time within a rolling 12-month period, which commences on the date of the Qualifying Event.

Paid parental leave runs concurrent with Maternity and Primary Caregiver Leave.

When both parents are employed by Baylor University, each staff member will qualify for up to six (6) weeks (240 hours) of Paid Parental leave.

See [BU-PP 421](#) for additional details regarding Paid Parental Leave.

---

### **Paid Caregiver Leave**

---

Baylor University provides up to four (4) weeks (160 hours) of Paid Caregiver Leave for staff and benefit eligible temporary employees. Paid Caregiver Leave will be available for eligible employees to care for themselves, a spouse, a child and parents who experience a serious health condition as defined by FMLA. Eligible Employees may also use Paid Caregiver Leave for Exigency Leave and Military Caregiver Leave, as defined in [BU-PP 408](#). Paid Caregiver Leave is provided on a 12-month rolling period and must be used within the 12 months of the initial approved request.

Paid Caregiver Leave runs concurrent with Maternity and Primary Caregiver Leave.

When both parents are employed by Baylor University, each staff member will qualify for up to four (4) weeks (160 hours) of Paid Caregiver Leave.

See [BU-PP 423](#) for additional details regarding Paid Caregiver Leave.