

USF Parental Leave of up to a maximum of six months is provided to employees (male or female) who become biological or adoptive parents.

Upon written request, an employee may be granted a parental leave of absence to begin no earlier than two weeks prior to the birth or placement of the child and no later than the date of birth or the date of placement. Approval of the leave of absence is delegated to the department level, provided notification is forwarded to the Division of Human Resources.

When an employee meets Family & Medical Leave Act (FMLA) eligibility criteria, the first 12 weeks of the employee's USF Parental Leave will be designated as FMLA leave, tracked concurrently and counted toward the employee's FMLA entitlement.

If the employee does not meet the FMLA criteria there is no requirement on the amount of time of employment or number of hours worked. All Faculty, Administration, Staff and Temporary employees are eligible.

During an approved USF Parental Leave employees must use accrued leave (sick, annual, compensatory leaves or the personal holiday) when available in order to maintain continuity of pay and benefits. If an employee exhausts the accrued leave, if eligible, additional leave may be available through the Sick Leave Pool, if proper medical documentation is submitted verifying eligibility.

While on a parental leave of absence, the university will continue to pay the university's contributions for the health and life insurance premiums elected at the time of the leave. Once accrued leave balances are exhausted, in order to continue coverage, the employee will be responsible for payment of the employee portion of the insurance premiums. For further benefits information contact the HR Benefits department. For information on submitting payment for insurance premiums, contact Payroll.