

**PAID PARENTAL LEAVE (non-birth parent) POLICY**  
**The People Center**  
**September 1, 2025**

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**SECTION I – POLICY STATEMENT**

The purpose the Paid Parental Leave Policy is to enable the non-birth parent to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after September 1, 2025.

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**SECTION II -- ELIGIBILITY**

Eligible employees must meet the following criteria:

- Have completed a minimum of 12 consecutive months of full-time employment with the College prior to the leave request.

Parental leave is available to employees who:

- Are the spouse or committed partner of someone who has given birth.
- Have legally adopted a child under the age of 18.
- Have been placed with a foster child under the age of 18.

Note: The adoption of a spouse's or partner's existing child is not covered under this policy.

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**SECTION III – POLICY**

Eligible employees will receive a maximum of 6 weeks of **continuous** paid parental leave following the birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event. In



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additional, in no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month timeframe.

Each week of paid parental leave is compensated at 66.67% of the employee's regular base pay. There is an elimination period of 10 calendar days included in the 6 weeks of parental leave and the employee must use their sick, personal or vacation time to cover this period. Once the employee is receiving their paid Parental Leave they cannot increase the 66.67% amount of pay by utilizing any sick, personal or vacation time. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month timeframe.

An employee who themselves has given birth, is **not** eligible for paid parental leave as they will receive the short-term disability leave/benefit provided by the College. This benefit is 66.67% of their salary for 6-8 weeks depending upon the type of delivery and possible complications.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month timeframe indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month timeframe.

Upon termination of the individual's employment at the College, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA, the leave will be counted toward the 12 weeks of available FML per 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave – whether paid or unpaid – granted to the employee under the FMLA exceed 12 weeks during the 12-month FML period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave is exhausted, the balance of FML leave (if applicable) will be compensation through the employees' accrued sick, vacation and personal time, any remaining leave will be unpaid leave (paid leave must be used before unpaid time).

The College will maintain all benefits for the employee during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave and/or paid sick leave.



If a College holiday occurs while the employee is on paid parental leave, that day will be charged to full holiday pay, however, holiday pay will not extend the total paid parental leave entitlement.

The employee will provide his or her manager and the People Center with notice of the request for leave at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the People Center to substantiate the request.

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### **SECTION IV – POLICY ADHERENCE**

The People Center Leader is the responsible official for this policy. Any exceptions to this policy must be approved by the People Center Leader.

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### **SECTION V -- CONTACT**

Questions related to the interpretation of this policy should be directed to the People Center.

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*The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.*

