

Paid Maternity, Paternity, Adoption and Parental Leave – REVISED MARCH 2007

The Maternity/Paternity/Adoption Leave, more commonly referred to as “Parental Leave,” 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, and includes foster care for certain employee categories (specified by an asterisk below). This type of absence is not charged against the employee’s leave credits, and the amount of paid days received is based on employee category.

Paid Maternity/Paternity/Adoption/Parental leave may run concurrently with any other related leaves for which the employee is eligible. The chart below is a reference that can be used to determine the amount of paid maternity/paternity/adoption leave an employee is entitled to under this program. Please review MOU or policy for actual language.

Employee Category	# Of Days	Timeframe Guidelines for the Paid Maternity/Paternity/Adoption/Parental Leave
Unit 1* (Physicians)	20 Days	Commences with the arrival of the employee’s new child, and days run consecutively.
Units 2, 5, 7, 9* (CSUEU)	30 Days	Up to 30 workdays per calendar year to prepare for the arrival and/or care of a new child, up to his/her sixth (6 th) birthday due to birth, adoption, or foster care assignment, which commences within 60 days of the arrival of a new child. Days taken consecutively, unless mutually agreed otherwise by employee and appropriate administrator. Five days of non-consecutive paid time available upon approval by appropriate administrator for issues related to placement of an adopted or foster child, who is six (6) to eighteen (18) years of age. Must be taken within one year of the date of placement, in full days.
Unit 3* (Faculty)	30 Days	Commences within a 120 day period that begins 60 days prior to the anticipated arrival date of a new child, or within 60 days after the birth of the child. Charged only for workdays in such a period of time and may be used for reason of the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee. Days taken consecutively.
Unit 4* (Academic Support)	30 Days	Commences within 60 days after the arrival of each new child. Days run consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. Limited to a maximum of 30 workdays with pay per calendar year if leave is for placement of one or more foster children with the employee or with the employee’s spouse or domestic partner. Must be taken in full days.
Unit 6 (Skilled Trades)	30 Days	Commences with the arrival of a new infant or adopted child up to age five (5), and days run consecutively. Scheduling of leave may be modified by mutual agreement. Must be taken in full days.
Unit 8* (Public Safety)	30 Days	Commences within 60 days of the arrival of the new child, in connection with the birth of one’s child, or placement of one or more children with the employee for the purpose of adoption or foster care. An employee is entitled to up to the equivalent of thirty (30) consecutive, eight (8)-hour work days (not to exceed 240 hours for employees on alternate work schedules), with pay per calendar year. Must be taken in full days.
Unit 12 - SFSU Only (Head Start Employees)	30 Days	Commences within 60 days of the arrival of the new child. Days run consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. Leave may only be taken in daily increments.
Confidential* (C99)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively. Leave may only be taken in daily increments. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Management Personnel Plan* (MPP) (M80)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Executive* (M98)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively.
Special Notes		
<i>The Maternity/Paternity/Adoption/Parental Leave benefit is not available to employees in the following employee categories: Excluded (E99), CMA Operating Engineers (Unit 10), and all UAW employees (Unit 11). *Parental leave benefit applies to foster care.</i>		
References		
Represented Employees – Appropriate Collective Bargaining Agreement	Non-Represented Employees:	C99, M80 – HR 2004-23; HR 2002-21; HR 1999-09; M98 – HR 2002-32