We are pleased to announce a new Paid Parental Leave benefit for eligible administrative & professional, research and 12-month instructional faculty effective January 1, 2019.

As many of you are aware, the governor signed an Executive Order creating a Paid Parental Leave policy for classified staff in June 2018. With the introduction of this new benefit for classified staff, we have revamped the 9-month Paid Parental policy to include provisions for 12-month faculty.

Eligible administrative & professional, research and 12-month instructional faculty members may take up to eight (8) weeks/320 hours (prorated for part-time employees) of paid parental leave to be used within twelve (12) months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of eighteen (18). See highlights below and/or visit the university policy website for the full policy.

As part of the introduction of this new benefit, we also are including the following option for administrative & professional, research and 12-month instructional faculty who have adopted, fostered, gained legal custody or have given birth to a child between July 1, 2018, and December 31, 2018: up to four (4) weeks/160 hours (prorated for part time employees) to be taken within the respective twelve (12) month limit.

The Benefits team will contact eligible faculty who worked with Mason Human Resources and Payroll during this time period; however, if you are an eligible faculty member who has adopted, fostered, gained legal custody, or have given birth to a child since July 1, 2018, please contact the Benefits team at benefits@gmu.edu to discuss your potential eligibility.

Policy Highlights:

Who is Eligible?
• Administrative & professional, research and 12-month instructional faculty in a full-time or part-time position greater than 20 hours per week (or .50 FTE and greater) upon the birth or placement of the child.
• Employees must be eligible under Family & Medical Leave Act (FMLA) requirements:
  ▪ Must have been employed by Mason for a minimum of 12 months in the past year, AND
  ▪ Must have worked for at least 1,250 hours in the previous 12-month period.

When am I Eligible?
• Following the birth of a newborn or placement of a child under the age of eighteen (18) through adoption, foster placement, or a legal custodial agreement.
• Within twelve (12) months of the birth of an infant or adoption, foster, or custodial placement of a child under the age of eighteen (18).

What are my Leave Options?
• Eligible faculty who have adopted, fostered, gained legal custody or have given birth to a child on or after Jan 1, 2019:
  ▪ Up to eight (8) weeks (320 hours) for each state-employed parent;
  ▪ Leave time is pro-rated for eligible part-time faculty.

• Eligible faculty who have adopted, fostered, gained legal custody or have given birth to a child between July 1, 2018, and December 31, 2018:
  ▪ Up to four (4) weeks (160 hours) for each state-employed parent;
  ▪ Leave time is pro-rated for eligible part-time faculty.

What are the Leave Guidelines?
• May be used in one continuous period of time or in two leave periods of at least one (1) week within 12 months from the date of the current birth/placement;
• May be used only once per child;
• Runs concurrently with the FMLA period;
• May be used in conjunction with other paid and unpaid leave for the full FMLA period;
• May be used to supplement Virginia Sickness & Disability Program benefits attributable to a delivery and recovery following birth;
• Unused leave is forfeited after twelve (12) months from the date of a birth/placement.

If you have any questions, please reach out to the Benefits team at benefits@gmu.edu or 703-993-2600.