



CITATION REFERENCE

OFFICIAL TITLE

POLICY ON

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ORIGINALLY ISSUED

JULY 1, 2021

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REVISED

SEPTEMBER 1, 2022

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In accordance with the Georgia's Parental Leave law for state employees, the University System of Georgia (USG) provides up to a maximum of 120 hours of paid parental leave, during any rolling 12-month period, to eligible employees for qualifying life events as defined in this policy. The purpose of paid parental leave is to enable the eligible employee to care for and bond with a newborn or a newly adopted or newly placed foster child of the eligible employee.

Provided that the use of paid parental leave does not unduly disrupt the institution's

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## HUMAN RESOURCES ADMINISTRATIVE MANUAL TIME AWAY FROM WORK: PARENTAL LEAVE

x **Parental Leave.** Parental leave is paid leave which is provided to eligible employees who experience a qualifying life event.

- 1) An eligible employee may take a maximum of 120 hours of paid parental leave in a rolling 12-month period. The rolling period will be measured backward from the first date of leave taken. The amount of leave in a rolling 12-month period cannot exceed 120 hours, regardless of the number of qualifying events that occur during that period and regardless of transfers between USG institutions.
- 2) Parental leave may be taken continuously or intermittently in increments as small as one hour.
- 3) Paid parental leave may only be taken during the month.  
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## HUMAN RESOURCES ADMINISTRATIVE MANUAL TIME AWAY FROM WORK: PARENTAL LEAVE

### POPS

Effective July 1, 2021, a USG employee who meets the established eligibility and qualifying life event criteria as defined within this policy, may request the use of parental leave.

The process and procedures section below provides guidance for the consistent administration and use of USG's parental leave policy across all institutions. USG employees should seek guidance from their institutional office of human resources should they have questions regarding parental leave.

#### Requests for Paid Parental Leave

- x The employee must provide their supervisor and the human resources department with notice of the parental leave request at least 30 days prior to the proposed leave start date (or if the leave was not foreseeable, 1 (o)-2 (r)1o5fwas not f2 ( )10 (nph)10 (e)2(s(f)9.9 ( pa



## HUMAN RESOURCES ADMINISTRATIVE MANUAL TIME AWAY FROM WORK: PARENTAL LEAVE

### Responsible Party

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain and revise parental leave policy as appropriate.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
Institution Chief Human Resources Officers	Each institution shall establish and maintain procedure for implementing this policy.	See University System <a href="#">HR Officer Listing</a>

### Additional Resources

- x HRAP on FMLA
- x [USG Parental Leave FAQs – Last updated 9.2.22](#)
- x [Sample Paid Parental Leave Form – Last updated 9.2.22](#)
- x [HR Practitioner Job Aid](#)
- x Knowledge Articles
  - o USGKB0012455: How Do I Enter Parental Leave as an Administrator? (PRA Job Aid)
  - o USGKB0012213: How Do I Update Job Data When an Employee is Using Parental Leave? (PRA Job Aid)
  - o USGKB0012209: Parental Leave Request Form (ESS Form)
  - o USGKB0012306: How Do I Request Parental Leave as a Temporary Employee? (ESS Job Aid)
  - o USGKB0012210: How Do I Request Parental Leave as a Benefited Employee? (ESS Job Aid)

### References

- x [State of Georgia Parental Leave Law](#)