

## Staff Primary Caretaker Leave Policy

### Purpose/Overview

---

This primary caretaker leave policy is designed to provide time off with pay to regular staff employees who are responsible for the primary care of a child immediately following birth or adoption. The maximum duration of this leave is 18 weeks in any twelve-month period and no more than one leave per child.

It is expected that the employee taking this leave will return to work at Pitzer College after the end of the leave. If the employee does not return to work after the leave and work at least six (6) months after the return date, the employee will be responsible for reimbursing the College the salary received during the leave. The employee will be required to sign an agreement accepting responsibility for such repayment prior to taking the leave.

Details of the leave will be arranged by the immediate supervisor so as to minimize disruption to the department's responsibilities, with final review and approval by the Director of Human Resources to ensure compliance with this policy and applicable regulations.

### Definitions

---

Primary Caretaker: A primary caretaker is defined as the person who assumes the principal role of caretaker during the period of the leave.

Regular staff employee: an employee of the College in a non-academic, on-going position. Referred to here forward as "employee".

Immediate supervisor: refers to the administrator to whom the employee is directly accountable. Referred to here forward as "supervisor".

### Procedure/Policy

---

Eligibility: Available to all regular staff employees working at least 20 hours per week, after completing one year of service. Temporary employees are not eligible. If both parents are employed by Pitzer they are jointly eligible for one 18-week period. Either parent may request the leave or they may choose to split the 18-week period, (i.e. one parent uses 12 weeks and returns to work, then the other parent uses the remaining 6 weeks).

This policy exceeds both federal and state requirements for employers to provide up to 12 weeks of unpaid Family Medical Leave in any twelve-month period, in connection with the birth or adoption of a child, to employees with 12 months of employment and at least 1,250 hours of service worked.

Notification: In order to facilitate adequate planning, the staff member will notify her/his supervisor as soon as possible to request the leave. The supervisor will inform and consult with the Director of Human Resources on all requested leaves.

Leave Requirements: The leave requires the use of the employee's available balances of vacation, personal and sick time for the duration of the leave. The employee will be paid according to leave option selected (see options below), even if the employee has no available balances of sick, vacation or personal time, or if the balances run out during the leave.

For birth mothers, available balances will be coordinated with short-term disability while under a physician's care and a reserve of up to five (5) sick days may be saved in her balance. In the event of a difficult pregnancy and a need for early departure, disability pay will be used and leave arrangements will be negotiated with the supervisor and the Director of Human Resources.

The start date for the leave is assumed to be near the child's date of birth or date of placement in the case of adoption.

Leave Options: The employee may select either option 1 or 2 below.

Option 1: 18 Weeks at 75% Pay: The employee will receive 75% of his/her regular salary for a period of 18 weeks.

Option 2: 6 Weeks at 100% Pay: The employee will receive 100% of his/her regular salary for a period of 6 weeks. The employee may request an additional 6 weeks of unpaid leave in accordance with federal and state regulations regarding Family Medical Leave.

Temporary Replacements: Supervisors may replace up to 75% time when needed. For example, 6 hours per day for 18 weeks; 8 hours a day for 13 weeks; or 30 hours per week instead of 40. Supervisors will keep in mind that savings incurred by one department may help cover costs in another and will work with the Director of Human Resources in determining replacement wages. Option 1 provides 25% salary savings, and in the case of birth mothers an additional amount as covered by short-term disability. Option 2 provides savings only in the case of birth mothers while they are on short-term disability. It is expected that a temporary employee will be hired at a lower pay rate than the employee on leave. Efforts will be made to equalize replacement costs with savings.

## **References**

---

Revised effective February 15, 2010.

## **Attachments**

---

Staff Primary Caretaker Leave Option Selection and Salary Repayment Agreement Form

Pitzer College  
**Staff Primary Caretaker Leave Option Selection  
& Salary Repayment Agreement**

The Pitzer College Staff Primary Caretaker Leave is available to eligible, regular staff employees who are responsible for the primary care of a child following birth or adoption. Please refer to the policy statement for the details of this leave.

\_\_\_\_\_  
Print Employee Name

<b>Leave Option Selection</b>
-------------------------------

\_\_\_\_ **Option 1:**      18 Weeks at 75% of Regular Pay

\_\_\_\_ **Option 2:**      6 Weeks at 100% of Regular Pay

Estimated Leave Start Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Leave Salary Repayment Agreement</b>
---

I understand that I am being granted a Primary Caretaker Leave with the expectation that I will return to work at Pitzer College after the end of the leave. I understand that if I do not return to work after the end of this leave and work for at least six months after my return date, I will be responsible for reimbursing Pitzer College for the full amount of the salary I receive during the leave. I accept responsibility for such repayment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date