

Primary Caretaker Leave for Staff

Purpose: The primary caretaker leave policy is designed to provide partial paid time off to staff members who are responsible for the primary care of newborn infants or children, following birth or adoption. Maximum duration of leave is 18 weeks.

Eligibility: Available to all regular staff members 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 eligible for one 18 week period. Either parent may request the leave, or they may choose to share the 18 week period, (i.e. one parent uses six weeks and returns to work; the other parent uses the remaining 12 weeks). Staff members should notify their supervisor and the Director of Human Resources as soon as possible, to make arrangements for one of the options below which will count towards your allotment of time off for Family Medical Leave*.

Options Available

Option 1: 18 Weeks at 75% Pay

You receive 75% of your regular salary during a period of 18 weeks. You will be expected to return to work 18 weeks from the day of your departure [day of departure is assumed to be near the child's date of birth. In the event of a difficult pregnancy and a need for early departure, disability will be utilized and leave arrangements will be negotiated]. Sick leave will be used and coordinated with Short Term Disability (VDI) pay at 75% during the time a birth mother is under the care of a physician. Vacation days must be used after release by your physician (or from the beginning of the leave in the case of adoption, or father or domestic partner requesting leave.) Therefore, your 75% salary is paid from a variety of sources: Short Term Disability, your regular salary, sick leave and vacation pay.

Option 2: 6 Weeks at 100% Pay

Sick leave and vacation will be coordinated with Short Term Disability for birth mothers and a cushion of up to 5 sick days may be saved from your accumulated balance. Vacation will be used by domestic partners, fathers or adopters. Pitzer will pay 100% of your salary for a six week period, even if sick leave and vacation run out. You may request an additional 6 weeks of unpaid leave in accordance with *federal and state regulations regarding family medical leave (see below).

Option 3: For Birth Mothers Only - 100% Pay Until Sick Leave & Vacation are Exhausted

This option was available to birth-mothers prior to the creation of a primary caretaker policy and may be a desirable option for long-term staff birth-mothers who have saved maximum vacation (22 days). Sick leave will be coordinated with Short Term Disability during the time a birth mother is under the care of a physician (typically 6 weeks). Vacation may be used if sick leave is depleted. Upon physician's release, remaining vacation and personal days may be used. Maximum vacation available: 22 days; maximum personal days available: 2 days. Short Term Disability provides the only savings for replacement personnel when this option is used.

Replacements

Supervisors may replace up to 75% time as needed. Examples: 6 hours per day for 18 weeks; 8 hours a day for 13 weeks; or 30 hours per week instead of 40). Any savings incurred by one department may help cover costs in another. Contact the Director of Human Resources for assistance in determining replacement wages. Option 1 provides 25% salary savings, plus the savings from short term disability to pay for replacement (except in cases of fathers, domestic partners or adoptions). Options 2 and 3 only provide savings while a birth mother is on short term disability. It is expected that a temporary employee will be hired at a lower hourly rate than a staff member on leave. Efforts will be made to equalize replacement costs with savings. The College has set aside a small fund in the benefits budget for cases in which a replacement is not totally covered by savings.

This policy assumes full cooperation and support by all staff members in order to facilitate the smooth continuation of department responsibilities.

* Family Medical Leave: Both Federal and State laws require employers to provide up to 12 weeks of unpaid leave annually, for the birth or adoption of a child. Pitzer's policy goes beyond the expectation of the law.

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Choose Your Option (circle one): 1 2 3

Print Name

Signature

Date