



# MASSACHUSETTS GENERAL HOSPITAL

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| <b>Title:</b>          | Parental Leave  |
| <b>Division:</b>       | Gordon Center for Medical Imaging (GCMi)                      |
| <b>Applies to:</b>     | Non-Clinical Professional Staff Members Above Research Fellow |
| <b>Effective Date:</b> | April 1, 2020   |

## Policy

- 1.1.1 Parental Leave
- 1.1.2 Professional Staff members above Research Fellow are eligible for Parental Leave if they are benefits eligible (earning a salary of at least \$2,500 per month).
- 1.1.3 Eligible Professional Staff members may take up to 8 weeks of Parental Leave for the birth of a child, the adoption of a child under the age of eighteen years (or a child under the age of twenty-three years if the child is mentally or physically disabled) or the placement of a child pursuant to a court order.
- 1.1.4 Parental Leave must be contiguous and must be completed within 6 months of the child's birth, adoption or placement.
- 1.1.5 Professional Staff Members must notify the Director of the Gordon Center for Medical Imaging and the Senior Administrative Manager of the upcoming birth or adoption, and then apply for a leave of absence under the FMLA.
- 1.1.6 Professional Staff Members absent from work due to Parental Leave will receive "salary continuance" during their absence.
- 1.1.7 Professional Staff Members are entitled to take up to a total of 12 weeks of Parental Leave through the Parental Leave Act (PLA) or Family Medical Leave Act (FMLA). The additional 4 weeks can be paid utilizing unused discretionary time off, or unpaid. For Professional Staff members electing to take additional leave under the FMLA, their Parental Leave will count simultaneously against their 12-week FMLA leave.
- 1.1.8 Professional Staff members who take Parental Leave should give at least two weeks written notice prior to the planned beginning of their Parental Leave and also the date when they plan to return to work.
- 1.1.9 Professional Staff members are only eligible for one Parental Leave per 12-month period.
- 1.1.10 All time away must be reported using the GCMi time off reporting form: [https://docs.google.com/forms/d/e/1FAIpQLSd-EXd\\_Ie5wcHYJCl5Gm4t6NS6H3kesqCM-D5Zt5pev1K6jOw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd-EXd_Ie5wcHYJCl5Gm4t6NS6H3kesqCM-D5Zt5pev1K6jOw/viewform)
- 1.1.11 All policies may be interpreted at the discretion of the Director of the Gordon Center for Medical Imaging.