

32196
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 6, 2014

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
ADOPTING A MATERNITY/PARENTAL LEAVE POLICY
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT

WHEREAS, the Board of Trustees of Community College District No. 508 is empowered under Section 805/3-30 of the Illinois Public Community College Act, 110 ILCS 805 (“the Act”) to exercise all powers not inconsistent with the Act, “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board;”

WHEREAS, Section 4.3 of the Board Bylaws provides that the Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges; and

WHEREAS, the Chancellor has determined that the addition of a Maternity/Parental Leave Policy to the Board Policies and Procedures Section 4.13(e)—Leaves, will assist the District in maintaining competent employees and management flexibility, while aligning the District’s Maternity Leave Policy with the City of Chicago’s Policy on maternity and parental leaves (See Exhibit A);

NOW, THEREFORE BE IT RESOLVED, that the Chancellor recommends that the Board of Trustees adopt a Maternity/Parental Leave policy for Full-time Administrators and Non-Bargained For Employees. This Board Policies and Procedures Manual and the City Colleges of Chicago website will be updated to reflect the new policy.

March 6, 2014—Office of Human Resources and Staff Development

EXHIBIT A

4.13 Benefits

(xvi) Maternity/Parental Leave Policy and Procedures

Full-time Administrators and Non-Bargained For employees eligible for FMLA may also be eligible for paid Maternity/Parental Leave. An employee is FMLA leave eligible if he or she has been employed with City Colleges of Chicago for at least twelve (12) months and has worked a minimum of 1,250 hours during the 12-month period prior to the leave. Eligible employees will receive the following paid Maternity/Parental leaves:

- Up to four (4) weeks paid maternity leave to a birth mother to recover from a non-surgical delivery; or
- Up to six (6) weeks paid maternity leave to a birth mother to recover from a C-section delivery; or
- Up to two (2) weeks paid parental leave for the birth of a child or children to a spouse or domestic partner of the birth mother; or
- Up to two (2) weeks paid parental leave for the adoption of a child or children by the employee or the spouse or domestic partner of the employee.

For any additional nonmedical Maternity/Parental leave, an employee may combine other earned paid time off, including vacation or personal days and floating holidays with Maternity/Parental Leave to achieve the maximum amount of paid time off from work while taking FMLA leave.

FMLA leave time runs concurrently with any paid leave benefits, including Maternity/Parental leave. The concurrent use of Paid Parental Leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to an Eligible Employee.

Requesting Paid Maternity/Parental Leave

Eligible employees must submit a completed Leave Request Form, requesting FMLA leave, to City Colleges of Chicago's Benefits Department at least thirty (30) days prior to the date of the leave. To the extent the 30 day notice is not possible, the employee must submit a Leave Request Form to the Benefits Department as soon as possible.

Maternity Leave

Employees requesting paid maternity leave must also submit FMLA Medical Certification indicating the expected delivery date. The employee must submit another FMLA

Medical Certification in order to qualify for six weeks of paid leave if the delivery required a C-section. If an unforeseen medical condition requires an employee to stop working prior to the originally anticipated start date of the leave, the employee must provide as much advanced notice as reasonably possible to the Benefits Department by submitting medical verification of the need to start the leave early.

Spouse or Domestic Partner Parental Leave

Employees requesting paid parental leave must also submit proof of marriage or domestic partnership at least thirty (30) days in advance of the leave and FMLA Medical Certification confirming the pregnancy of their spouse or domestic partner or a birth certificate within sixty (60) days of taking the leave. To the extent the 30 day notice is not possible, the employee must submit a Leave Request Form to the Benefits Department as soon as possible.

Adoption Leave

Employees requesting paid adoption leave must also submit either certification from an adoption agency confirming that the employee, or the employee's spouse or domestic partner (along with proof of the spousal or domestic partnership relationship), has been matched by the agency with a child or children; or a birth certificate within sixty (60) days of taking the leave confirming that the employee, or the employee's spouse or domestic partner (along with proof of the spousal or domestic partnership relationship), is the adoptive parent.