



HUMAN RESOURCES INTRODUCES TWO NEW POLICIES –

VOLUNTARY SHARED PTO LEAVE POLICY

The Voluntary Shared PTO Leave Policy allows one employee to donate PTO leave to assist another employee when an employee or an immediate family member of the employee experiences a prolonged medical condition resulting in the employee being placed in a leave without pay status.

A regular full-time and part-time staff employee who has been employed by Wake Forest University for at least 90 consecutive work days and eligible to earn PTO is eligible for voluntary shared PTO.

The donation and receipt of leave shall be completely voluntary and kept confidential. Leave shall be donated on an employee to employee basis. There will not be a leave “bank” established. The minimum amount of leave to be donated is four hours and subsequent donations in one hour increments. The amount donated by a non-exempt employee is not to reduce the donor’s PTO balance below two weeks and the amount donated by an exempt employee is not to reduce the donor’s balance below one-half of the annual accrual rate. Donations provided must be utilized in the PTO accrual year they were given and any unused donations will not be returned.

In order to apply for Voluntary Shared PTO Leave, the employee (Recipient) should complete an “*Application for Shared PTO Leave Form*” (signed by supervisor and department head), the “*Medical Certification Form*” (also completed and signed by a health care provider) and the “*Family and Medical Leave Request Form*” (if applicable) and submit to the Absence Management Coordinator in Human Resources.

In order to donate Voluntary Shared PTO Leave, the employee (Donor) should verify the need for donations by contacting the Absence Management Coordinator and should complete the “*Medical Leave – Shared PTO Donation Form*.”

The forms can be found at: <http://www.wfu.edu/hr/forms/index.html>



PARENTAL LEAVE POLICY

The Parental Leave Policy is designed to provide staff who become parents, either by birth or adoption of a minor child, with paid leave to allow for the healthy recovery of the primary caregiver, bonding with the adopted child and/or a period of family adjustment. The employee has to be the natural or adoptive parent and must be the primary caregiver (providing over 50% of care to the child).

Any full-time staff member who has at least one year of regular full-time service at the time of birth or adoption is scheduled to occur or does occur; gives birth to or fathers a newborn or adopts a child; and is deemed primary caregiver is eligible for leave with pay. The eligible parent must have primary responsibility immediately following child birth or adoption.

When both parents work for the University and both qualify for this benefit, only one leave will be granted but the allowed weeks of the parental leave may be divided between two consecutive time periods selected by the parents.

Paid Parental Leave and Family and Medical Leave will run concurrently. If an employee elects to remain out of work for parental leave for a total of 12 weeks, both the paid six (6) weeks of parental leave and any remaining weeks, paid or unpaid, will be counted toward their FMLA allotment.

As close as reasonable to the beginning of the leave, the staff member is to complete Part 1 of the *Parental Leave Request Form*, have the doctor complete Part II (if applicable), and forward the form to the immediate supervisor and to Human Resources (ATTN: Absence Management) for approval in Part III. The member must also complete The Primary Caregiver Affidavit and the FMLA Request Form and return both forms to the Absence Management Specialist in the Human Resources Department.

The Human Resources Department will be responsible for coordinating salary continuation payments with the employing department or office and the Payroll Office.

All forms can be found at: <http://www.wfu.edu/hr/forms/index.html>

The complete policies are available at: <http://www.wfu.edu/hr/policies/index.html>

If you have questions regarding these policies or forms, please contact Mimi Komos (Absence Management Coordinator) at extension 4945, by email at askhr@wfu.edu or the Human Resources Service Center at 758-4700.