



Guilford College Policy:

Paid Parental Leave

Policy Statement:

Guilford College recognizes the importance of providing time for recovery and bonding following the birth, adoption, or legal placement of a child. The Guilford College Paid Parental Leave Benefit is designed specifically to support eligible employees during these significant life events.

This benefit is strictly reserved for employees who are directly responsible for the care and bonding of a newly born, adopted, or legally placed child. Employees who are not serving in the role of a parent, guardian, or legal custodian in connection with the birth, adoption, or placement are not eligible for Paid Parental Leave under this policy.

Purpose/Reason for Policy:

In alignment with local and national paid parental leave, Guilford College offers this benefit to support the well-being of employees and their families, as well as, the retention, productivity, and morale of employees.

Scope/Covered Persons:

This policy covers all full-time staff employees of Guilford College, including exempt and hourly positions.

Faculty, temporary, contingent, contract, or part-time (e.g., working less than 30 hours per week) employees are not eligible for the Paid Parental Leave Staff Benefit.

Definitions:

- **Birthing Parent:** Any person who physically gives birth to a child.
- **Bonding Leave:** Up to four (4) weeks of leave that the birth parent and non-birth parent(s) may take to care for and bond with an eligible child. Bonding is intended to form a close and personal relationship between the child(ren) and parents.
- **Child:** A biological child or a newly placed adopted, foster, or otherwise legally placed child under the age of 18, whose parent is an eligible College employee.
- **Eligible College Employee:** As with FMLA, eligible employees must have worked for the College for twelve (12) months for full-time, staff employees.
- **Social (Non-Biological) Parent:** A parent who did not physically give birth.
- **Paid Parental Leave:** A benefit provided by the College to a parent by childbirth, adoption, foster care, or another legal placement.
- **Parent:** A guardian of a child through childbirth, surrogacy, adoption, foster care, or another legal placement.

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- **Surrogate Parenting:** A non-medical term that can refer to a person actin as a substitute parent, providing care and guidance to a child in the absence of their biological or legal parents. This role may or may not involve legal custody.
- **Surrogacy (Associated with Childbirth):** A medical arrangement in which a soman (the surrogate) agrees to carry and give birth to a child on behalf of another person or couple, who are typically unable to conceive or carry a pregnancy themselves.
- **Recuperation Leave:** Up to four (4) weeks of leave that the birth parent may take for recuperation during the disability period associated with the birth of the child. The four (4) weeks of leave must be used as a continuous period beginning immediately following the birth.
- **Family and Medical Leave Act (FMLA):** FMLA is a federal law that provides eligible employees with unpaid job-protected leave for specified family and medical reasons.

The Policy:

Eligible College employees who give birth are entitled to up to eight (8) weeks of paid leave.

- Four (4) weeks for recuperation during the disability period (Recuperation Leave).
- Four (4) weeks for bonding with a newborn child (Bonding Leave).

Social (non-biological) parents and other eligible employees receive four (4) weeks of paid leave for bonding/caring with/for a newborn, newly adopted, foster, or other legal placement of a child within twelve (12) months.

Paid Parental Leave is compensated at 100% of the employee's regular, straight-time weekly pay, in addition to other available leave options after using Paid Parental Leave.

Roles and Responsibilities:

Birthing, full-time staff employee; social parenting (non-biological), full-time staff employee, birthing and/or social parent (non-biological) employee's supervisor; and Human Resources Office.

Compliance:

- **Paid Parental Leave for Recuperation:** Eligible employees who have given birth may receive a maximum of four (4) weeks (160 hours) of PPL for recuperation during the disability period associated with the birth of a child. This leave must be used as a continuous four-week period of leave commencing immediately following the birth of a child. PPL for recuperation may not be used or extended beyond this four-week period. The number of children born during a single event does not increase the PPL for recuperation allowance.
- **Paid Parental Leave for Bonding:** Eligible employees who are parents of a newborn child or a child under the age of 18 who is placed with the employee through adoption, foster care placement, or other legal placement may receive up to four (4) week (160 hours) of PPL to care for and bond with an eligible child. Bonding leave must be used

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as a continuous four (4) week period and must be taken within the first twelve (12) months of the birth or placement of the child. PPL for bonding that is not used during the first twelve (12) month period will be forfeited. This leave should be coordinated with the employee's supervisor to minimize impact to the work unit, if feasible.

Other related Policies, Regulations, Statutes and Documents:

[Family and Medical Leave \[FMLA\]](#)

[Pregnant Workers Fairness Act](#)

Procedures:

[Parental Leave Procedures](#)

Approval Authority:

The Guilford College President

Responsible Office:

Office of Human Resources
106 Bauman Telecommunications Center
hr@guilford.edu.

Revision History:

New policy approved August 1, 2025