

**The Lutheran University Association, Inc.
d/b/a Valparaiso University**

Parental Leave Policy

This policy applies to all benefits eligible employees who become legal parents, either through birth or adoption. Upon written request to the Office of Human Resource Services, eligible employees will be granted leave from any scheduled workdays within the approved leave period. Evidence of eligibility to receive the benefit may be required before the benefit begins paying out.

The approved leave period for eligible faculty are the fifty-six (56) consecutive calendar days immediately following the birth of the child or, in the case of adoption, placement of the child in the faculty member's home, the date of legal adoption, or the date when the faculty member must travel to secure the adopted (or soon to be adopted) child, whichever comes first.

The approved leave period for eligible staff are the forty-two (42) consecutive calendar days immediately following the birth of the child or, in the case of adoption, placement of the child in the staff member's home, the date of legal adoption, or the day when the staff member must travel to secure the adopted (or soon to be adopted) child, whichever comes first.

The leave period does not pause during any periods of time when the eligible employee is not obligated to work, including University closures such as for holidays, summers, or during other break periods. This benefit only replaces income which would otherwise be lost due to absence from work during the approved leave period, serves as a supplement to make the employee financially whole when used in conjunction with any applicable University provided income replacement benefits, and cannot result in a wage greater than an employees' normal wage.

This benefit will, to the extent possible, run concurrently with other applicable University benefits triggered by the birth or adoption of a child, including but not limited to the Family and Medical Leave Act, Short Term Disability Benefits, Faculty Salary Continuance Leave Plan and Disability Benefits.