



**RESOLUTION TO APPROVE  
MATERNITY/PARENTAL AND EXTENDED CHILDCARE LEAVE, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-14**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-68**

**3356-7-14      Maternity/parental leave and extended childcare leave,  
excluded professional/administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: N/A  
Board Committee: University Affairs  
**Effective Date: June 24, 2025**  
Next Review: 2030

---

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees.
- (B) Purpose. To provide guidance for the use of paid maternity and parental leave, and to enable a staff member to request unpaid extended childcare leave.
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional/administrative employees. Academic department chairpersons are excluded professional/administrative employees, covered by this policy.

This policy applies to employees who have completed at least one year of service prior to the date the maternity/parental leave or extended childcare leave is to commence. Employees who attain one year of service while on leave for the purpose of birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.

- (D) Maternity/parental leave.
  - (1) Procedures. When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to their supervisor and to the chief human resources officer as far in advance as possible. The employee shall also submit a request for leave [form](#) at that time with anticipated dates of leave.

(2) Parameters.

- (a) Paid maternity leave means a period of paid leave for up to thirty business days for pregnancy-related medical reasons, upon hospitalization for delivery and/or childbirth, and/or to care for and bond with a newborn or newly adopted child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (b) Paid parental leave means three work weeks of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may not be scheduled on an intermittent basis.
- (c) Paid parental leave also means three work weeks of paid leave following maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used concurrently with maternity leave.
- (d) Adoption expense payment means the payment of two thousand dollars for adoption expenses. Such payment may be requested once the adoption is finalized. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving paid maternity and parental leave.
- (e) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave. However, paid maternity and parental leave runs concurrently with the unpaid leave benefits provided in accordance with rule 3356-7-05 of the Administrative Code (Family and Medical Leave Act (FMLA) and extended serious health condition or disability leave, excluded professional/administrative employees), and with

the unpaid leave benefits provided for below in extended childcare leave.

- (f) Only one paid maternity leave and/or parental leave benefit is available per employee, per birth or adoption event. The number of children born, i.e., multiple births, or adoptions during the same event does not increase the length of the paid leave.
  - (g) This paid benefit is based upon full time equivalency (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.
  - (h) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an approved paid maternity or parental leave. The employee will continue to pay their portion of the insurance benefit contribution.
  - (i) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
  - (j) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.
- (E) Extended childcare leave.
- (1) Procedures.
    - (a) An employee requesting unpaid extended childcare leave must complete and forward to the office of human resources the request for leave [form](#) specifying the anticipated duration of the leave and provide appropriate medical documentation as needed. Unless exigent

circumstances exist, the employee should provide notification thirty days in advance of the need for leave.

- (b) To return to work from unpaid extended childcare leave, the employee must provide a physician's statement certifying that the employee is released to return to work.

(2) Parameters.

- (a) Childcare is defined as pregnancy-related absences leading up to or care following the birth of a child or adoption.
- (b) An employee may request unpaid extended childcare leave for a period not to exceed six months for the purpose of childcare. The leave shall run concurrently with all other paid and unpaid leave, including unpaid leave in accordance with the Family and Medical Leave Act (FMLA) (see policy 3356-7-05, Family and Medical Leave Act (FMLA) and extended serious health condition or disability leave, excluded professional/administrative employees), and the maternity and parental leave paid benefits provided for above.
- (c) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an unpaid extended childcare leave. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.