

**Follow Up to August 9, 2019 Question  
From Trustee Stacey Donald**

**Re: Parental Leave Policies**

**Question:**

Trustee Stacey Donald Requested Information About Whether the College has a Parental Leave Policy

**Answer:**

Collin College does not have a designated parental leave policy, but the college does provide a competitive leave benefit plan that includes sick leave, personal leave, vacation leave for staff and administrators, and other leaves in support of our employees at various stages in their lives (e.g., critical illness leaves and bereavement leaves).

The college's Family Medical Leave policy provides the framework of leave for employees who are giving birth to or caring for a newborn or are adopting or fostering a child. An employee requests his/her available paid leave, which is usually in conjunction with requesting Family Medical Leave.

**Collin College Leave Policies**

- All full-time Collin College employees earn **8 hours of paid sick leave per month** and are eligible to accumulate up to 720 hours of paid sick leave. This leave is not payable when they leave their employment with the college.
- In addition, all full-time employees are granted **twenty-four (24) hours of personal leave** annually. This does not accumulate but helps an employee address those personal business items that cannot normally be done outside of normal work hours.
- Full-time staff and administrators who work on a 12-month basis earn paid **vacation leave ranging from 8 hours per month to 14 hours per month**, depending on their position and their years of service with the college. A portion of this leave can be carried forward from one year to the next, but we encourage employees to take their earned leave each year.
- Collin College also has a **Sick Leave Bank (SLB)** from which full-time employee may request paid leave hours in the event the employee experiences their own catastrophic illnesses or injuries and exhaust all available earned but unused paid leave. The SLB is funded based on donations from full-time employees who may donate up to 24 hours of earned, but unused, sick leave each year. Sick Leave Bank paid leave hours are awarded to an employee based on a table of diagnosis codes that assigns SLB hours based on the seriousness of the

employee's condition. **The maximum Sick Leave Bank hours available, per employee per condition/cause, is a total of 200 hours (25 work days.)** The 200 hours of leave maximum would be for the most serious/catastrophic of illnesses. If there are multiple simultaneous diagnoses, the diagnosis code that grants the most leave is applied. If an individual employee has a series of separate, unrelated serious medical issues that causes him/her to exhaust all leave on more than one occasion, the employee could potentially receive more than one donation of up to 200 hours each. For example, if an employee has cancer and is granted sick leave pool and then subsequently, he/she has a heart attack, and needs additional leave, this could result in an additional SLB award.

### **Extraordinary Circumstances:**

In addition, the Board approved an expansion of the leave benefits policy related to extraordinary circumstances and for new employees who haven't met the 12-month/1250-hour eligibility for job-protected Family and Medical Leave. These additional benefits are described below.

- Up to **40 hours of leave without pay** may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District.
- In addition, an employee who has been employed more than 12 months may request **leave without pay of up to 720 hours (18 weeks)** after he or she has exhausted all eligible leave, including paid, unpaid, and FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee.

### **Employees not Eligible for FMLA Leave:**

A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a **maximum of 160 hours (4 weeks) of leave without pay** for his or her own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.

### **Peer Policies**

Two colleges (Austin and Dallas) offer **additional paid leave** for birth or adoption of a child beyond the college's regular sick leave and vacation leave policies.

**Austin: Parental Leave** Employees who have been employed in an eligible full or part-time (50% or more) position for at least twelve months are eligible to use **ten (10) days of paid parental leave at the time of the birth or adoption of a child.** Parental leave must be coordinated with the Family Medical Leave Act (FMLA) and is available for use from the time of birth or placement of the child. Parental leave must be used while the employee is on the related FMLA leave and does not accrue

or remain available for use at a later date. Adjunct faculty and hourly employees, as well as employees on leave without pay, are not eligible for Parental leave.

**Dallas:** Birth, Adoption & Foster: **twenty (20) days of paid leave.** Eligibility for some benefits may include a waiting period.

However, like Collin College, the other large community colleges focus their parental leave benefits on accumulated sick, personal, and vacation leave, along with Family and Medical Leave that is designed to provide a layer of job protection benefits. This group does not have an additional leave benefit specifically designated for childbirth, adoption, or fostering outside of their traditional leave policies and FMLA.

**Alamo:** Staff accumulate sick leave at 8.66 hours per month (12 months/year), and faculty accumulate sick leave at 8.88 hours per month (9 months/year). They do not have a limit on how much sick leave can be accumulated.

**El Paso:** Sick leave may be used for parental leave for child-rearing upon the birth/adoption of a child. An employee is permitted **up to six (6) months of unpaid leave** after the birth/adoption of a child during the child's first year of life. Any portion of the leave may be substituted with sick leave or any paid leave that is available to the employee. If both parents are employees of the District, only one parent may utilize the parental leave benefit at any one time not to exceed a combination of six (6) months. In the event of an adoption of a child after the child's first year of life, the benefit reduces to one month of leave.

**Houston:** Sick leave is granted at 8 hours per month, accumulating to 680 hours.

**Lone Star:** All full-time employees in positions requiring 12 months of service are eligible to accrue 96 hours of sick leave per year at the rate of 8 hours per month and accrued to a maximum of 600 hours.

**San Jacinto:** Monthly sick leave accrual of 8 hours for full-time benefit-eligible employees, may accumulate up to 1,280 hours.

**South Texas:** An employee can claim unused sick and/or vacation leave at the time of the leave. When these hours are depleted, any additional time required by the employee will be recorded as approved leave without pay. Typical leave periods are four to six weeks for a natural delivery and six to eight weeks for Cesarean deliveries. If the leave is FMLA eligible, then the employee may be entitled to a maximum of 12 weeks.

**Tarrant:** During maternity leave, the employee must utilize any sick or vacation leave and compensatory time accumulated in accordance with the policies governing those types of leave. As appropriate, this leave must be used with provisions of the Family Medical Leave Act. Sick leave accumulates at 8.00 hours per month up to 90 workdays.

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