

Guide to Time Off Options for New Parents

New parents at CMU can take advantage of a number of paid and unpaid time off options to recover from childbirth and to care for a child following birth or placement for adoption, foster care or legal guardianship. As of July 1, 2019, these include paid Staff Parental and Maternity Leave of Absence.

<i>Leave/Time Off Type</i>	<i>Pay Status</i>	<i>Intended Use</i>	<i>Eligibility</i>	<i>Availability</i>	<i>Duration</i>	<i>Reference</i>	<i>Notes</i>
Maternity Leave	100% Paid	Recovery from childbirth	All full-time regular staff, including full-time TES and full-time Special Faculty*	First of the month following hire date	Four weeks	https://www.cmu.edu/hr/benefits/time-away/parental-leave.html	Must be taken as a single block of time immediately after childbirth
Parental Leave		Provide care for a new child		Upon completing six months of service	Two weeks	https://www.cmu.edu/hr/benefits/time-away/parental-leave.html	Must be taken as a single block of time within 12 months of birth or placement for adoption, foster care or legal guardianship; may only be used once every 12 months for foster care and legal guardianship
Reserve Sick Days (RSD)	100% paid	During an approved short-term disability leave	All full-time regular staff		Can be used after maternity leave for the remaining period of disability	https://www.cmu.edu/policies/human-resources/paid-time-off.html	If available, Reserve Sick Days will be used in lieu of STD
PTO/Vacation	100% paid	Staff member's discretion	All full-time regular staff, including full-time special faculty	First of the month following hire date		https://www.cmu.edu/hr/benefits/time-away/pto.html	Can be used during unpaid FML
Short-Term Disability (STD)	60% paid	Recovery from childbirth	All full-time regular staff, including full-time TES and full-time special faculty	First of the month following hire date	Can be used after maternity leave for the remaining period of disability	https://www.cmu.edu/hr/benefits/disability-insurance.html	Typical disability period for birth of child is 6 or 8 weeks depending on type of delivery
Family Medical Leave (FML)	Unpaid	Incapacity due to pregnancy, prenatal medical care or childbirth; care for the staff member's child after birth or placement for adoption or foster care	Employed for 12 months; worked at least 1,250 hours in the previous 12 months	Upon completing 12 months of service	Up to 12 weeks in rolling 12-month period, continuous or intermittent	https://www.cmu.edu/hr/benefits/time-away/fmla.html	May run concurrently with paid and unpaid leaves and time off

*These guidelines are not applicable to staff members governed by a Collective Bargaining Agreement (CBA). Pay practices for such staff members shall be governed by the terms of the applicable CBA.