New York University
UNIVERSITY POLICIES

Title: D.C. Parental Leave Policy and Procedure
Effective Date: April 30, 2018
Supersedes: September 1, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

In accordance with the terms of this Policy, New York University (“University”) will provide unpaid parental leave under the District of Columbia (“D.C.”) Parental Leave Act to employees working in D.C. As detailed below, this Policy sets forth the eligibility requirements for parental leave, the conditions for using leave, the process for requesting leave, and other related provisions.

To Whom the Policy Applies

This Policy applies to all employees who work for the University in D.C. (hereinafter, “covered employees”).

Policy and Procedures

Leave Entitlement

A covered employee who is a parent is entitled to a total of 24 hours leave during any 12 month period to attend or participate in a school-related event for his or her child.

A covered employee also is entitled to a day of leave each year on April 16th (D.C. Emancipation Day).

The University may deny the use of leave only where it would disrupt the business of the University and make the achievement of production or service delivery unusually difficult.

Requesting Leave

A covered employee shall notify his or her supervisor of the desire for leave to attend a school-related event or to celebrate D.C. Emancipation Day at least 10 calendar days in advance, unless, in the case of a school event, the need to attend the school-related event cannot be reasonably foreseen.

Benefits & Seniority

A covered employee who takes leave afforded under this Policy shall not lose any employment benefit or seniority accrued before or during the date of such leave.
Other University Leaves

Parental leave is unpaid unless the covered employee elects to use any paid leave for which the employee is also eligible under another University policy.

Definitions

Parent -- (a) the natural mother or father of a child; (b) a person who has legal custody of a child; (c) a person who acts as a guardian of a child regardless of whether he or she has been appointed legally as such; (d) an aunt, uncle, or grandparent of a child; or (e) a person who is married to, or in a domestic partnership with a person listed in subparagraphs (a) – (d).

School-related event -- an activity sponsored by either a school or an associated organization such as a parent-teacher association. A school-related event includes: a student performance such as a concert, play, or rehearsal; the sporting game of a school team or practice; a meeting with a teacher or counselor; or any similar type of activity. A school-related event shall involve the parent's child directly either as participant or subject but not as a spectator.