



Policy 6.27: Paid Parental Leave Policy

Volume: 6

Managing Office: Office of Human Resources

Effective Date: November 1, 2025

I. Purpose

The purpose of this policy is to support Alabama Agricultural and Mechanical University (AAMU) employees' work-life balance by providing employees with additional paid leave time for recovery from childbirth and/or to bond with their new child.

II. Policy

Paid Parental Leave is available to all regular full-time faculty and staff in a benefit's eligible category after twelve months of service. AAMU provides eligible female employees up to six (6) consecutive weeks (days) of Paid Parental Leave in connection with the birth, miscarriage, stillbirth, or adoption of a child three years of age or younger, effective November 1, 2025. Eligible male employees are eligible for two (2) weeks of leave after the birth, miscarriage, stillbirth, or adoption of a child under the age of three, effective November 1, 2025. Multiple births or placements do not increase the leave duration. If both parents are employed by AAMU, each may receive their respective leave within 365 days of the qualifying event.

Leave must be used within twelve (12) months of the qualifying event and must be taken continuously. Leave is allocated once per qualifying event in a 12-month rolling period and does not roll over or get paid out upon termination.

III. Coordination with Other Leave Policies

Paid Parental Leave runs concurrently with Family Medical Leave (FMLA), Pregnant Workers Fairness Act (PWFA), or other applicable leave. FMLA is unpaid and limited to 12 work weeks (480 hours). Paid Parental Leave is considered a paid portion of FMLA and PWFA. It may be used with other paid/unpaid leaves such as short-term disability, sick

leave, annual leave, and holidays. Contact HR for planning assistance.

IV. Group Health Insurance

AAMU continues to pay its share of group health insurance premiums during Paid Parental Leave. Employee premiums are withheld via payroll deductions.

V. Academic Faculty

Faculty on regular nine- or twelve-month appointments may receive Paid Parental Leave during the appointment period. Nine-month faculty without a summer appointment may use paid leave upon their return in the fall term, if it is within the first six (6) months following a qualifying event. Nine-month faculty with summer appointments may use leave during that time.

VI. Notice

Eligible Employees must notify their supervisor and HR of the need for leave, including timing and duration. Foreseeable leave requires 30-day advance written notice. Unforeseeable leave should be reported as soon as practicable. Submit the Paid Parental Leave request form and follow procedures for FMLA, PWFA, or other applicable leave.

Employees must submit official documentation to HR before leave is granted. For childbirth, provide a birth certificate or proof of live birth. For adoption provide documentation showing the date and placement details.

VII. Definitions

1. Eligible Employee: Regular, full-time faculty or staff with twelve months of service.
2. Parent: Legal parent/guardian of a child under the age of 19, as established by birth certificate or legal documents.
3. Paid Parental Leave: Paid leave for recovery from childbirth, miscarriage, stillbirth and/or bonding with a child, with reducing accrued benefit time.
4. Miscarriage: An unexpected ending of a pregnancy within the first 20 weeks of gestation.
5. Stillbirth: A fetal death occurring after the 20th week of pregnancy.

VIII. History

- October 2025 Policy Developed (Board Approved as Policy)

IX. Responsible Office: Office of Human Resources

X. Related Documents: None

XI. References: