Parental Leave

In accordance with the amended Massachusetts Maternity Leave Act (MMLA) any full time employee that has been employed for at least 3 consecutive months is entitled to up to 8 weeks of non-paid parental leave, to be used within the first 12 months after the child’s birth or adoption. WPI offers paid parental leave to “primary caregivers” and “non-primary caregivers” that have successfully completed their introductory periods.

**Primary Caregiver Parental Leave**

Any employee that has successfully completed their introductory period and declares him-or herself to be the “primary caregiver” of a new child (biological/adopted), is entitled to receive 100% pay and benefits for up to 8 weeks for parental leave. Please refer to the matrix below for more information.

**Non-Primary Caregiver Parental Leave**

Any employee that has successfully completed their introductory period and declares him-or herself to be the “non-primary caregiver” of a new child (biological/adopted), is entitled to receive 100% pay and benefits for up to 2 weeks of parental leave. Please refer to the matrix below for more information.

**Definition of Primary Caregiver**

A "primary caregiver" is defined as someone who has primary responsibility for the care of a child immediately following birth/adoption. "Primary Caregivers" are also those individuals who have recently become parents through actions of custody. This definition thus applies to both births and adoptions. In order to exercise the primary caregiver benefit, an employee must complete an Affidavit of Parental Leave stating that he or she is the primary person responsible for the child. This policy depends on, and assumes, the good faith of its participants.

**Employees are eligible for parental leave, so long as the employee:**

1. Paid parental leave is available after successful completion of the introductory period. Unpaid parental leave is available once the employee has been employed for at least 3 months, and may be taken if the introductory period has not yet been completed.
2. Request parental leave in connection with the birth or adoption of a child
   a. Complete Parental Leave Request Form
   b. Submit the leave request to the Office of Human Resources
   c. Provide any additional documentation requested
3. Provide advance notice and indicates an intent to return. WPI recommends a 4 month notification whenever possible.

Salary continuation for parental leave is available only for the period of time you would normally be at work (i.e., if you work an academic-year schedule, you would not be eligible for paid parental leave during the summer).

Parental leave is considered time used against the maximum twelve weeks of FMLA. Refer to the FMLA Section for more details on FMLA. Employees who take parental leave will be reinstated to their regular position upon their return. Failure to return to work at the end of the parental leave (without an approved extension) shall be considered a resignation.