

FAQ ON FACULTY PAID PARENTAL LEAVE

1. Question: What leaves are available for faculty when they give birth?

The USC Parental Leave webpage discusses the types of leave a birth-giving parent may be eligible for: <https://employees.usc.edu/work-life/life-events/parental-leave>, including how to apply for and receive paid disability benefits and Paid Family Leave Benefits. USC tops off and extends disability leave benefits so that the faculty member will receive their full pay for up to ten weeks. This is referred to as USC Faculty Paid Parental Leave (FPPL). USC FPPL will run concurrently with any applicable leave provided by law in connection with the birth. The FPPL must be completed within twelve months of the baby's birth.

The birth-giving parent may subsequently take any applicable statutory leave for which she is eligible (for example, baby bonding leave under California Paid Family Leave; for more information please see <https://edd.ca.gov/en/disability/paid-family-leave/>).

California provides unpaid protected leave time to birth-giving parents that may run concurrently with these paid leave benefits, including California Pregnancy Disability Leave, the California Family Rights Act (CFRA), and the federal Family and Medical Leave Act (FMLA).

2. Question: What leaves are available for parents who do not give birth to the child?

Non-birthing parents are eligible for ten weeks of USC Faculty Paid Parental Leave if the faculty member is the primary caregiver of the child. (See Faculty Handbook 3-D (8)(a)(2) for the definition.) USC FPPL will run concurrently with any leave provided by law in connection with the child's birth or placement. USC FPPL will top up and extend the benefits that the individual is entitled to receive under any law, including Paid Family Leave, so that the faculty may receive payments equal to their full pay for up to a total of ten weeks. The FPPL leave must be completed within twelve months of the child's birth or placement. (The same applies to surrogacy or placement through adoption, fostering, or guardianship of a child.)

3. Question: Does Faculty Paid Parental leave have to be taken over ten consecutive weeks?

Faculty Paid Parental leave *should* be taken over ten consecutive weeks. However, in unusual cases, the dean may request an exception for intermittent leaves for a faculty member. This exception is based upon the needs of the school (such as for a clinical practitioner) and there must be no conflict with any concurrent statutory leaves. Intermittent leaves under USC FPPL are limited to three segments totaling ten weeks and no leave segment can be less than two weeks. All segments must be included on the USC Faculty Paid Parental Leave form.

4. Question: How does Faculty Paid Parental leave relate to the academic semester?

When the Faculty Paid Parental Leave (or any applicable statutory leave) overlaps a semester, the faculty member is expected to work full time for the non-leave remainder of the semester. The division of this work between teaching, research, clinical work, service, and so forth will be determined by the chair or other local administrator after consultation with the faculty member.

The rules about how Faculty Paid Parental leave may be taken do not supersede the University's obligations to comply with the terms of the California Family Rights Act, California Pregnancy Disability Leave, the Pregnant Workers Fairness Act, or other applicable law.

5. **Question: Can a faculty member work in connection with *intermittent* Faculty Paid Parental Leave?**

A faculty member can take intermittent FPPL and work in-between the approved USC FPPL periods provided there is no conflict with any concurrent statutory leaves. As noted above, intermittent leaves under USC FPPL are limited to three leave segments totaling ten weeks and no leave segment can be less than two weeks.

6. **Question: If a birth-giving parent does not take USC Faculty Paid Parental Leave during the time period when she is eligible for disability leave benefits, or she does not exhaust her entitlement to full pay for ten weeks, may FPPL apply later?**

If a birth-giving parent does not use the benefits provided by FPPL immediately following the baby's birth and chooses to take FPPL at a later date when disability leave benefits are no longer applicable (or if the birth-giving parent did not exhaust the full ten weeks of FPPL immediately following the birth of the baby) then FPPL (or the remaining weeks of FPPL) will run concurrently with any leave provided by law in connection with the birth. For example, if the faculty member takes California Paid Family Leave, USC FPPL will top up and extend the benefits under that law so that the faculty member may receive payments equal to their full pay for up to a total of ten weeks. The FPPL leave must be completed within twelve months of the baby's birth.

7. **Question: Can a birth-giving parent work part-time during Faculty Paid Parental Leave while concurrently on a disability leave?**

If a faculty member requests to work part-time while they are on disability leave, a physician must first certify that the faculty member is physically able to do that work:

- The faculty member must have a written physician certification approving part-time work while the faculty member is on a disability leave.
- The faculty can then request a **partial Faculty Paid Parental Leave** benefit so that they can (a) continue as the Principal Investigator on a grant(s), e.g., supervising a lab (charging that time to the grant under the usual rules) or, (b) participate in school-funded research if approved by their dean (e.g., approved cost-sharing on a grant, substantial time devoted to writing a grant, or unfunded research as approved by the school. Time spent on such activities is charged to the school).
- Partial FPPL benefits will cover the non-research percentage of their effort for up to the full ten weeks of Faculty Paid Parental Leave (subject to the law's mandatory seven day waiting period).
- Partial FPPL is not available for teaching.

8. **Question: Are there other situations where a faculty member can work while on Faculty Paid Parental Leave?**

Being on leave, by definition, means you are not working. Both non-birth parents and birth parents cannot do USC work while on **full-time** Faculty Paid Parental Leave or any statutory **full-time** leave.

- However, USC work is permitted in between intermittent Faculty Paid Parental Leave periods (see Question 5 above)
- If the faculty member requests to work part-time *while they are on disability leave* (see Question 7 above)
- If a birth-parent's disability leave is exhausted (the faculty member has been medically cleared to return to work) and the faculty member has remaining FPPL eligibility, then – without the need for a physician certification - the faculty member can request a **partial Faculty Paid Parental Leave** benefit so that they can (a) continue as the Principal Investigator on a grant(s), e.g., supervising a lab (charging that time to the grant under the usual rules) or, (b) participate in school-funded research if approved by their dean (e.g., approved cost-sharing on a grant, substantial time devoted to writing a grant, or unfunded research as approved by the school. Time spent on such activities is charged to the school). The total FPPL leave period is ten weeks, whether full-time or partial.

- A non-birth parent may request a **partial Faculty Paid Parental Leave** benefit on the same basis: so that they can (a) continue as the Principal Investigator on a grant(s), e.g., supervising a lab (charging that time to the grant under the usual rules) or, (b) participate in school-funded research if approved by their dean (e.g., approved cost-sharing on a grant, substantial time devoted to writing a grant, or unfunded research as approved by the school. Time spent on such activities is charged to the school). The total FPPL leave period is ten weeks, whether full-time or partial.
- For situations where either a birth parent or a non-birth parent is on partial California Paid Family Leave (that may run concurrently with Faculty Paid Parental Leave), please consult with your HR Partner; for more information, see <https://edd.ca.gov/en/disability/faqs-part-time-intermittent-reduced-work-schedule/>

9. Question: When should the USC Faculty Paid Parental Leave Request Form be submitted?

The faculty member must submit a USC FPPL Request Form at least three weeks before the anticipated leave start date. A link to the FPPL Request Form may be found on the USC parental leave page - <https://employees.usc.edu/work-life/life-events/parental-leave>. The FPPL request form can be submitted as early as sixty days prior to the leave start date.

- The completed FPPL Request Form should be submitted by the faculty member to the school faculty affairs office sixty to twenty-one days prior to the leave start date.
- The FPPL Request Form must include a Third Party Administrator (TPA) *reference* number or a TPA *claim* number.
- If intermittent leave is being requested, all segments must be included on the FPPL Request Form.
- The school's Faculty Affairs Partner must obtain the department chair's signature and the dean's signature and submit the completed FPPL Request Form to the Vice Provost for Academic and Faculty Affairs at least two weeks before the anticipated leave start date.

Once the FPPL is approved by the provost or the provost's designee, any changes in the leave dates – other than changes due to the date of birth – requires submission of an updated FPPL Request Form.

10. Question: Where are the other rules on Faculty Paid Parental Leave?

Faculty Handbook 3-D (8) subsections (a), (b), and (g).

11. Question: Who can answer questions about these policies?

Please consult your school faculty affairs office.