

<b>Policy Title</b>	<b>Leave Policy - Paid Parental</b>	<b>Policy ID</b>	<b>19504</b>
<b>Keywords</b>	parental, paid, leave, maternity, adoption, paternity, maternal, paternal, FMLA		

## I. Purpose of Policy

This policy establishes paid parental leave for employees of Dartmouth Hitchcock Medical Center and Dartmouth Hitchcock Clinic (hereinafter referred to as DH).

## II. Policy Scope

This policy applies to the following persons (hereafter referred to as “employee” or “employees”) at all Dartmouth Hitchcock locations unless a person is covered by a separate agreement:

EMPLOYEES		COVERED INDIVIDUALS	
X	Physicians/Fellows/Residents		Volunteers
X	Associate Providers		Travelers
X	Non-Provider Staff		Students
	Temporary Staff		Externs
	Per Diem/PRN Staff		Vendors
	Geisel (credentialed/privileged)		Geisel (non-credentialed/non-privileged)
	Dartmouth College (credentialed/privileged)		Dartmouth College (non-cred/non-priv)

Nothing in this policy provides any contractual rights regarding employee benefits, nor does anything in this policy alter or modify the employment-at-will relationship between DH and its employees. Further, nothing in this policy creates an employment relationship for members of the workforce who are not employed by DH.

## III. Definitions

**Actively at Work** - Means that you perform all the regular duties of your job for a full workday at your normal place of business. You are considered Actively at Work on any day that is not your regular scheduled work day (e.g., you are on vacation or holiday) as long as you were Actively at Work on your immediately preceding scheduled work day, and you are neither confined nor disabled due to an injury or sickness.

**Eligible Employee** – A benefit-eligible employee who is a natural parent, same-sex partner, foster parent, adoptive parent following the birth or adoption of a child that is under the age of 18. An employee who adopts a spouse or partner’s child(ren) is not considered an Eligible Employee for purposes of this policy.

**Parental Leave** – A period of paid leave of absence (that does not reduce an employee’s earned time balance) for the purpose of providing Eligible Employees additional flexibility and time to bond with a newborn, a foster child or with a newly adopted child under the age of 18.

#### **IV. Policy Statement**

In order to assist and support new parents in balancing work and family, DH provides Eligible Employees with a period of Parental Leave for activities related to the bonding, care, and wellbeing of their newborn, foster child(ren) or newly adopted child(ren).

##### **A. Parental Leave Entitlement**

DH will provide up to two (2) consecutive weeks of Parental Leave for all Eligible Employees following the birth, foster placement or adoption of a child. This policy shall only apply to births or adoptions that occur on or after the employee’s benefit effective date and the employee must be Actively at Work on that day.

Parental Leave shall be paid based upon the Eligible Employee’s base salary determined by the employee’s regularly scheduled work hours.

##### **B. Eligibility Requirements**

Eligible Employees may only utilize this benefit for births, foster placement or adoptions that occur on or after the employee’s benefit effective date and providing they were Actively at Work on that day.

In the event that both parents/partners of a child are Eligible Employees, both parents/partners are eligible to receive Parental Leave under the terms of this policy.

##### **C. Timing of Leave and Amount of Leave**

Eligible Employees must take Parental Leave during the first twelve (12) months following the birth or adoption of a child.

Eligible Employees may utilize one term of Parental Leave per birth, foster placement or adoption event. For purposes of this policy, an event is defined as a delivery, foster placement or adoption of a child(ren). For example, if an Eligible Employee has a delivery of multiple newborns, foster placement of multiple children or adopts multiple children at the same time, the employee would be eligible for one term of Parental Leave for that event.

##### **D. Coordination with Other Statutes**

Parental Leave taken under this policy shall run concurrently with leave under the Family Medical Leave Act (FMLA) or any other state or local law that may provide greater family and medical leave rights than those provided by federal law. This means that, for example, when Parental Leave taken under this policy falls under the definition of circumstances qualifying for leave under the FMLA, the Parental Leave will be counted against the employee’s 12-week FMLA leave entitlement. Employees should refer to DH’s Leave Policy – Family and Medical Leave (FMLA) and Service Member Leave (Policy ID 6593) for further guidance and information on the FMLA.

In all circumstances in which federal, state, or local law provides for greater family and medical leave rights than this policy, DH will comply with those laws.

## E. Approval Process

In order to utilize Parental Leave, all Eligible Employees must comply with DH's normal procedures for requesting leave. An employee's failure to comply with leave procedures may delay or result in the denial of Parental Leave. Documentation of child placement must be presented to the DH Leaves Administration at the time of requesting Parenting Leave for approval in foster care and adoption events.

Parental Leave must be approved in advance per departmental, clinic, or section policy, unless the Eligible Employee is using Parental Leave during the Short-Term Disability 14-day elimination period or in conjunction with an approved FMLA leave for a birth of a child, foster care placement or adoption.

Questions about this policy should be directed to DH Leaves Administration at [DHLeaves@Hitchcock.org](mailto:DHLeaves@Hitchcock.org) or call 603-653-1400.

## V. References N/A

<b>Responsible Owner:</b>	Human Resources - Benefits	<b>Contact:</b>	Laura Clerc
<b>Approved By:</b>	Office of Policy Support - Organizational Policies Only; Cox, Kimberly	<b>Version #</b>	4
<b>Current Approval Date:</b>	01/06/2025	<b>Old Document ID:</b>	
<b>Date Policy to go into Effect:</b>	01/06/2025		
<b>Related Policies &amp; Procedures:</b>	<a href="#">Family and Medical Leave Act (FMLA) and Servicemember Leave Policy</a> <a href="#">Leave Policy - Pregnancy Disability</a>		
<b>Related Job Aids:</b>			