

**EXECUTIVE SUMMARY:**

## **Policy 361 Employee Leave**

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<b>Date:</b>	October 16, 2024
<b>Sponsor:</b>	Marilyn Meyer
<b>Steward(s):</b>	Marni Fisher
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	<b>Revision</b>
<b>Policy Office Editor:</b>	Miranda Christensen
<b>Embedded Attorney:</b>	Cathy Jordan

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### **Issues/Concerns (including fiscal, legal, and compliance impact):**

Two issues in the policy will be addressed:

1. Parental Leave is 2 weeks and may be taken by new mothers or fathers. Medical maternity is six weeks and can only be taken by the birthing parent. Fathers receive less leave than mothers.
2. The Department of Labor has issued a new rule for the *Fair Labor Standards Act (FLSA)*, increasing the minimum salary threshold for exempt employees for January 1, 2025, January 1, 2027, and every three years after. Due to the new minimum threshold, we will need to adjust the exempt classification to non-exempt classification vacation accruals to keep from negatively impacting employees who will change from exempt to non-exempt status.

### **Suggested Changes:**

1. Update both Parental and Medical Maternity Leave into one leave, Parental Leave, allowing eight (8) weeks total for mothers and fathers.
  - Equal treatment: Parental leave will ensure both parents have the same opportunity to bond with their child and share caregiving responsibilities.
  - Inclusion: Parental leave policies that apply to both mothers and fathers support gender equality in the workplace and promote a more inclusive environment.
2. Update for full-time exempt and nonexempt employees to be on the same vacation accrual schedule.
  - The non-exempt schedule will be removed from the policy, and full-time exempt and non-exempt will accrue at the current exempt rate (which is higher).

- The current policy has exempt and non-exempt employees accruing different vacation hours per pay period based on their years of service. The proposed updated policy establishes the same accrual schedule regardless of FLSA classification.
- Although current legal challenges may modify the FLSA ruling, we would keep this change as it simplifies and eliminates additional administration and treats employees equally regardless of their FLSA status.

**Requested Approval from President’s Council:** Stage 1, regular process

**Proposed Drafting Committee:** Marni Fisher, Sami Morgan-Start, Drew Burke,

**Target Date for Stage 1 Draft to Enter Stage 2:** [Click here to enter a date.](#)

**Target Date for Board of Trustees Review:** [Click here to enter a date.](#)

**Projected Timeline:** [Leave blank. To be filled in by the Policy Office.]
