

## Presidential Policy Memorandum No. 304

**To:** Virginia Tech Faculty, Staff, and Students  
**From:** Timothy D. Sands  
**Date:** August 27, 2018  
**Subject:** **Paid Parental Leave**

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The Board of Visitors adopted a resolution implementing Commonwealth of Virginia Executive Order Twelve (2018), Parental Leave for Commonwealth Employees. The resolution and this policy augments the Executive Order by providing the parental leave benefit to all Virginia Tech salaried employees, who meet the eligibility requirement of being employed by the Commonwealth for a minimum of twelve (12) consecutive months.

Effective June 25, 2018, parental leave is permitted under the following parameters:

1. Following the birth, adoption, or foster placement of a child younger than 18 years of age:
  - An Eligible Employee will receive eight (8) weeks (320 hours) of parental leave; and
  - If both parents are Eligible Employees, each shall receive parental leave, which may be taken concurrently, consecutively, or at different times.
2. Parental leave shall be taken within six (6) months following the birth, adoption, or foster placement of the child.
3. Parental leave shall only be taken once in a 12-month period and only once per child.
4. Parental leave shall be provided at 100% of the Eligible Employee's regular salary.
5. Parental leave shall not be counted against an Eligible Employee's annual or sick leave.
6. Legal holidays listed in § 2.2-3300 of the Code of Virginia shall not be counted against parental leave.
7. Parental leave shall run concurrently with leave provided under the Family and Medical Leave Act, if the employee is eligible.
8. Parental leave may run concurrently or sequentially with VSDP, if the employee is eligible for VSDP.

Requests for exceptions to this policy must be approved by Virginia Tech Division of Human Resources.

Inquiries related to this policy should be addressed to Virginia Tech Division of Human Resources.



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This presidential policy will be incorporated into a University policy and will be subsequently retired.