



**Policy Chapter:** Chapter 5 Human Resources

**Policy Number and Title:** 05.061 Parental Leave

**I. Policy Statement**

The University of North Texas (UNT) provides for a reasonable period of leave for new parents who are ineligible for leave under the Family and Medical Leave Act (FMLA).

**II. Application of Policy**

All Employees.

**III. Policy Responsibilities**

- A. Employees who do not meet the qualifications for FMLA are entitled to parental leave of up to twelve weeks. Requests for parental leave must be submitted to the employee’s direct supervisor for approval through the designated leave procedure.
- B. Employees must use all accrued vacation or accrued sick leave, as provided under [UNT policy 05.050, Sick Leave](#), while taking parental leave. Upon exhaustion of accrued leave, the remainder of the leave is unpaid.
- C. Sick leave may be used in conjunction with parental leave only as provided by UNT policy [05.050, Sick Leave](#).
- D. Employees should provide their supervisor at least thirty (30) days’ notice of intent to take parental leave. If thirty (30) days’ notice is not possible, notice must be given as soon as practicable.
- E. Parental leave begins on the date of the birth, adoption, or foster care placement of the employee’s child.

**IV. References and Cross-References**

- [Texas Government Code § 661.913](#)
- [UNT Policy 05.050, Sick Leave](#)
- [UNT Policy 05.064, Family and Medical Leave](#)
- [UNT Policy 05.069, Leave of Absence Without Pay](#)

**V. Revision History**

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