

Chancellor's Memorandum

CM-11 - Guidelines on Employment Relating to Pregnancy, Childbirth, and Parental Leave

Initially Issued: November 19, 1986
Last Revised: November 5, 2024
Monitoring Unit: Human Resources Management (HRM) & Title IX Officer

I. PURPOSE

To promote a positive, productive work environment, LSU Health Sciences Center New Orleans (LSUHSC-NO) is committed to ensuring that any employee requiring time away due to pregnancy, childbirth, related medical conditions, or qualifying parental responsibilities is entitled to applicable leave options and will not be penalized in their conditions of employment.

II. POLICY GUIDELINES AND PROCEDURES

1. LSUHSC-NO policy is that all its employees, including those on probationary status, may use sick, annual, parental, if eligible, and/or leave without pay (LWOP) for pregnancy, childbirth, or related medical conditions until the employee is physically able to return to work. Furthermore, LSUHSC-NO will provide reasonable accommodations in the form of modifications or adjustments to a job or work environment for its employees due to their pregnancy, childbirth, or related medical conditions. Employees should contact HRM Employee Relations at nohrmlabrel@lsuhsc.edu to begin the interactive process of requesting such leave or reasonable accommodation.
2. LSUHSC-NO provides private lactation spaces on campus for employees who may require them while at work which can be found at https://www.lsuhscc.edu/titleix/lactation_spaces.aspx.
3. Effective as of January 1, 2024, eligible employees may receive up to 240 hours of paid parental leave for the birth of a child or the placement with them of a child under age eighteen (18) for adoption or foster care (collectively, a "qualifying event").
4. Parental leave is available to LSUHSC-NO employees in leave-earning status as of the qualifying event date who have been employed for at least twelve (12) months and who have worked at least 1,250 hours in the twelve (12) months preceding their parental leave request. Parental leave may be used during the twelve (12) weeks immediately following the qualifying event and may be taken continuously or intermittently.
5. Full-time employees receive 100% of base pay during parental leave, up to a maximum of 240 hours, while part-time employees in leave-earning status will receive a pro-rated % of base pay based on their FTE status. For those employees who have not yet accrued sufficient annual and/or sick leave, LSUHSC-NO will approve, upon written request, LWOP for up to twelve (12) weeks for parental leave.
6. While on parental leave, employees shall retain all rights, seniority and privileges in accord with their positions and shall, upon return from parental leave, be reinstated in their original or similar positions with the same rights, seniority, and pay.