

January 1, 2004

## **Parental Leave Policy**

Carnegie will provide six weeks of paid parental leave, separate from regularly accrued sick and annual leave, for both mothers and fathers for a new birth or adoption. A pregnant mother may begin the leave when her physician certifies her as unable to work, or in the absence of certification, at the date of birth, or in the case of adoption, when the baby begins living at home. Fathers may begin the leave at the date of birth or the arrival of the adopted baby at home. In all cases, the leaves must be taken within six months of the earlier of the date certified as unable to work, or the date of birth, or in the case of adoption, when the baby begins living at home. If further leave is needed beyond the six weeks of paid parental leave, the employee may take up to an additional ten weeks of leave as unpaid or paid by using accrued sick or annual leave allotment as appropriate for the circumstance. The six weeks of parental leave, as well as the additional 10 weeks if needed, are considered as leave under the Family Medical Leave Act. Specific leave arrangements should be worked out with local supervisors.

Employees are entitled to parental leave only while employed by Carnegie. Any unused leave at the time of termination is forfeited.

**Note:** This policy applies to all employees and fellows alike, who are eligible for leave entitlement.