

Florida State University Policy 4-OP-7-E1.12

Title of Policy: Paid Parental Leave (PPL) for Postdoctoral Scholar Employees

Responsible Executive: Vice President for Finance and Administration

Approving Official: Vice President for Finance and Administration

Effective Date: January 1, 2026

I. INTRODUCTION

This policy outlines the paid parental leave for postdoctoral scholars.

II. POLICY

A. Parental Leave

1. Full-time postdoctoral scholars shall be eligible for six (6) weeks of paid parental leave (PPL) following an employment period of 6 months. Part-time postdoctoral scholars will have their paid leave hours prorated based on their FTE, not to exceed a total of six (6) weeks of leave.
2. Paid Parental Leave granted to two postdocs for the same birth or adoption shall not exceed a total six-week period. If applicable, the two postdocs can determine how to split the six weeks amongst themselves. PPL can only be requested once by a postdoctoral scholar during their approved postdoc appointment.

B. PPL Use

1. PPL can be used for the birth or adoption of a child and should be taken for a consecutive six (6) week period. PPL may start as early as two (2) weeks before birth/adoption and as late as (8) weeks following birth/adoption. The requested PPL period can be adjusted for extenuating research needs or medical emergencies, but the total will still not exceed the allowed six weeks.
2. Supervisors may request medical or adoption certification before PPL is authorized.
3. PPL shall not be used unless authorized in advance by the postdoctoral scholar's supervisor (e.g., research mentor, instructional supervisor for any teaching obligations of the appointment, or another appropriate authority).
4. If a postdoctoral scholar moves under the supervision of a new supervisor, the postdoctoral scholar must promptly notify the new supervisor in writing of the previously authorized Paid Parental Leave period.
5. In the case of unexpected medical or legal complications, which may affect the approved PPL, notification to the supervisor should be made as soon as possible. Except in case of an emergency, notification must be given at least 3 months before the PPL is expected to commence.
6. Postdoctoral scholars supported by special fellowships, grants and contracts, or on international visas should consult with their individual sponsors or International Student and Scholar Services (ISSS) in the Center for Global Engagement to confirm PPL is permitted under their current stipend support or immigration status. Paid Parental Leave must be used consecutively and shall run concurrently with any applicable Family Medical Leave Act (FMLA) and Unpaid Parental Leave periods.

7. Postdoctoral scholars cannot use PPL as terminal leave immediately before separation from the University. After the PPL period, the postdoctoral scholar must return to their postdoc appointment for at least 3 months and physically work a minimum of 300 hours (prorated amount for part-time postdocs) after returning from PPL. Postdoctoral scholars who separate from employment before the required three months or who have not met the 300-hour work requirement will be responsible for repaying the full number of paid parental leave hours used during the leave of absence period. The required repayment hours will first be deducted from the postdoctoral scholar's Paid Time Off (PTO) balance in accordance with University policy, and the postdoctoral scholar will be responsible for the remaining balance. The total monetary amount owed to the University will be calculated based on any remaining balance of hours owed, multiplied by the postdoctoral scholars' hourly rate.
8. Any unused PPL will not be paid out upon separation from the University.

C. Procedure

1. A record of any PPL taken by the postdoctoral scholar must be entered using the OMNI timesheet in the University's human resource information system and approved by the postdoctoral scholar's supervisor.
2. The University does not accept PPL transfers from external institutions or employers.
3. PPL leave balances will not transfer to any non-postdoctoral scholar job codes.
4. If postdoctoral scholars have difficulties concerning the management or implementation of this policy, they should first consult with the postdoctoral coordinator or director for their department. If that does not resolve their concerns, they may seek assistance from the next level of authority, such as the Department Chair. Continued concerns may be addressed through the departmental chain-of-command, up to the Dean of the College. The postdoctoral scholar may always seek guidance concerning employment or postdoctoral policies through the Office of Human Resources or the Director of Postdoctoral Affairs.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

The President holds delegated authority from the Board of Trustees to establish personnel policies. Constitutional authority, state statutes, federal statutes, Florida Board of Governors regulations, and University regulations authorize the policy:

Florida Constitution Article IX Section 7;
Florida Statutes Section 1001.706(6) (a);
Florida Board of Governors Regulation 1.001(2) (e) and (5) (a); and
Florida State Board of Trustees Regulation 4.001.

This policy shall be reviewed by the Chief Human Resources Officer every seven years for its effectiveness. The Office of Human Resources shall make recommendations to the Vice President for Finance and Administration for any modification or elimination.

Approving Authority

Date