



Name of Policy	Paid Parental Leave Policy
Description of Policy	The Mississippi State Employees Paid Parental Leave Act (Paid Parental Leave) provides six (6) weeks of Paid Parental Leave for eligible state employees who are the primary caregivers of a child to be used for (1) the birth of the employee’s biological child; or (2) legal adoption of a child under eighteen (18) years of age.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific
	<input checked="" type="checkbox"/> Faculty and Staff
Policy status	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy

Approval authority	Vice President, Finance, Administrative Services, and Operations/CFO
Governing authority	Office of Human Resources Management
Responsible officer	Assistant Vice President, Human Resources Management

Approval date	January 1, 2026
Effective date	January 1, 2026
Approval date of last revision	N/A
Effective date of last revision	N/A
Date of policy review	Annually or more frequently if appropriate.

Related legislation, policies, procedures, guidelines, and local protocols	Paid Parental Leave Act (Miss. Code Ann. § 25-3-105) Authority: Mississippi State Employees Paid Parental Leave Act (House Bill 1063, 2025 Regular Session), Paid Parental Leave Request form
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1. Policy Statement and Principles

Purpose

The purpose of this policy is to establish consistent procedures for the administration of paid parental leave for eligible employees of Alcorn State University in accordance with the Mississippi State Employees Paid Parental Leave Act. This policy supports employees during the transition to parenthood by providing paid time off to bond with and care for a new child.

Eligibility

Paid parental leave is available to any employee who meets all of the following criteria:

- Employed by Alcorn State University;
- Employed in a full-time permanent position; and
- Has completed **twelve (12) months of state service** preceding the start of the leave.
- Is the “primary caregiver” of a child.
- Temporary, time-limited, intermittent, and contract workers are not eligible.

Qualifying Events

Paid parental leave may be used for the following qualifying events:

- The **birth** of the employee’s biological child; or
- The **legal adoption** of a child under eighteen (18) years of age.

This leave is not available for foster placements or other forms of guardianship that do not constitute a legal adoption.

Leave Entitlement

- The **primary caregiver** is entitled to **six (6) weeks** (240 hours) of paid parental leave.
- If both parents are employed by the State of Mississippi, each may take six (6) weeks so long as only one is designated as the primary giver at any given time.
- Paid parental leave must be **used within twelve (12) weeks** of the child’s birth or adoption.
- The leave must be taken in a **continuous block** and may not be used intermittently.
- Leave may be taken **only once in a twelve-month period**.

Pay and Benefits During Leave

- Eligible employees will receive **100% of their regular base salary** during the period of paid parental leave.
- Paid parental leave is **in addition to** accrued personal leave and major medical leave and does **not reduce** those balances.
- The leave **runs concurrently** with the federal Family and Medical Leave Act (FMLA), where applicable.
- **Alcorn State University holidays** occurring during paid parental leave do **not count** against the employee’s paid leave time.
- Employees will continue to receive **state benefits**, including health insurance, as if actively working.

Interaction with Other Leave

- After exhausting paid parental leave, employees may use **up to six (6) weeks** of earned major medical leave for recovery from childbirth or for bonding following adoption, consistent with Alcorn State University leave policies.
- Paid parental leave **does not accrue, cannot be carried over, is not payable upon separation, and cannot be used for retirement credit**.

Notice and Documentation

- Employees must provide **at least 30 calendar days' notice** before the anticipated start of leave when the need is foreseeable (e.g., expected birth or planned adoption).
- When 30 days' notice is not possible due to unforeseen circumstances, notice must be given as soon as practicable.
- Employees must submit documentation verifying the qualifying event, such as:
 1. A birth certificate or hospital record; or
 2. Legal adoption paperwork or court documentation.

Human Resources Management (HRM) will verify eligibility and primary caregiver designation.

Administration

- All requests for Paid Parental Leave must be signed by the supervisor and submitted to Human Resources Management to verify prior usage. The Paid Leave Request Form for Primary Caregiver must be completed, in its entirety, and include supporting documentation to HRM, as appropriate (e.g. medical certification and/or legal documents).
- Employees should follow approved procedures for requesting FMLA and applicable leave in addition to the Paid Parental Leave request form.
- The Alcorn State University Human Resources Management (HRM) Office shall administer this policy in coordination with the Mississippi State Personnel Board (MSPB) guidance.
- HRM shall maintain records of all parental leave requests and usage for annual reporting to MSPB, as required by law.
- Supervisors and managers are responsible for ensuring employee awareness and compliance with notice procedures.

2. Review

Annually or more frequently if appropriate.

3. Glossary of Terms

Eligible Employee: A person who has been employed by the State of Mississippi or any agency, department or institution of the state for a minimum of twelve (12) consecutive months in a position for which they are compensated on a full-time permanent basis and who is the primary caregiver of a child.

Primary Caregiver: The parent who has the primary responsibility for the care of a child following the birth or adoption of a child. If both parents work Alcorn State University, only one may be designated as the primary caregiver for a given period.

REVIEWED BY:

/s/ Wanda C. Fleming, MBA, SHRM-SCP January 1, 2026
Assistant Vice President
Office of Human Resources Management Date

/s/ Elvin Parker January 1, 2026
Interim Vice President for Finance, Administrative
Service and Operations/CFO Date

/s/ Alfred L. Galtney, J.D. January 1, 2026
Chief Compliance Officer Date

APPROVED:

/s/ Tracy M. Cook, Ed.D. January 1, 2026
President/IEO Date