

14. Parental Leave Policy

- a. The purpose of this policy is to give parents additional flexibility and time to bond with and care for their new child. Maternity/paternity/adoption leave under this policy is paid leave, not required by law, and is associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Such paid leave under this policy will not be charged against the employee's other paid leave benefits; however, if the employee is entitled to leave under the Unpaid Leave of Absence Policy for such event, paid parental leave and ULA leave will run concurrently. Please refer to the Unpaid Leave of Absence Policy for further guidance on the ULA.
- b. This policy will be in effect for births, adoptions or placements of foster children occurring on or after _____.
- c. *Eligibility.* Eligible employees must meet the following criteria:
 - (1) Be a designated full-time employee with at least twelve (12) months of continuous full-time service at the time of birth or adoption date.
 - (2) In addition, employees must experience one of the following events:
 - i. Have given birth to a child;
 - ii. Have fathered a child;
 - iii. Be a legal spouse or cohabitating partner to an individual giving birth to a child;
 - iv. Have had a child under eighteen (18) placed in one's care through adoption or foster care.
 - (3) The placement or adoption of a child by a new spouse (i.e. stepchild) is excluded from this policy.
- d. *Leave time.* Employees will be granted paid parental leave in the amount listed on the schedule below per 12-month period running from the first date of parental leave, to cover their regularly scheduled shifts for time off to bond with and care for the child. In the event more than one child is born or adopted at the same time, a maximum of the hours listed below will be granted. In the event both parents are employees of the city, a maximum of the hours listed below will be given in total to the parents. The hours listed below are the maximum that will be granted per occurrence.
 - (1) Full-time employees shall be granted paid parental leave at the rate of two hundred forty (240) hours (six, 40-hour workweeks) per birth or adoption event.
 - (2) All parental leave described in this policy shall be available for a six-month period following the birth, adoption or placement of a child.

- (4) Leave may be used intermittently during the six-month period, but must be used in a minimum of one-week increments for ease of scheduling and tracking purposes. If used intermittently, the weeks must be requested in advance and pre-approved by the employee's supervisor.

e. *General rights and responsibilities.*

- (1) An eligible employee shall initially notify the HR Director, in writing, of the need for parental leave and include the estimated timing of such leave at least sixty (60) calendar days in advance of the need for parental leave, when possible. If the need for parental leave is not foreseeable, an eligible employee must give notice of the need to the HR Director as soon as practical.
 - ii. Documentation from the physician with an estimated due date or court documents providing the date of adoption or placement of foster child must be provided.
- (2) Insurance benefits will continue to be provided during the paid parental leave period at the same rate as offered to other active, full-time employees. Paid leave benefits will continue to accrue.
- (3) Once the six weeks of leave has been exhausted, employees may request continued leave under other leave policies as applicable.
- (4) An employee who takes paid parental leave that does not qualify for ULA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on ULA-qualifying leave.
- (5) Upon termination or resignation of employment, the employee shall not be eligible for payment of any unused parental leave.
- (6) Disciplinary action, up to and including termination, may be taken against an employee who uses parental leave for purposes other than those described in this policy.