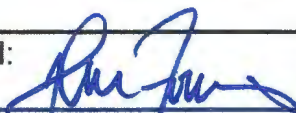




Human Resources Policies and Procedures

Policy Title: Paid Parental Leave	Policy Number: 4.16
Effective: May 4, 2020	
Supersedes previous version of policy effective dated October 7, 2019	
Approval: 	Page 1 of 3

1.0 Scope

- | | |
|---|--|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Independent Contractors |
| <input type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Visitors, Vendors, Volunteers |
| <input checked="" type="checkbox"/> Non-Union | <input type="checkbox"/> Board and Commission Members |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

The purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to care for and bond with their new child, adjust to their new family situation, and balance their professional obligations.

3.0 Policy

The City may provide eligible regular full-time non-union employees up to 480 hours of Paid Parental Leave to use within twelve (12) months following the date of birth or the permanent legal placement of a minor child. This policy is not designed to apply to temporary foster parenting situations. Part-time employees will be awarded Paid Parental Leave on a pro-rated basis, based on the employee's regular part-time work schedule.

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4.0 Responsibility

A determination about eligibility for Paid Parental Leave will be made by the Benefits Team. It is the responsibility of the City Administrator and Human Resources Services to communicate the on-going nature of this policy.

5.0 Procedures

5.1 Eligibility

- A. Regular full-time and part-time employees must be employed with the City for at least 6 months to be eligible for the paid parental leave benefit and;
- B. Employee must be the parent of a newly born child, have adopted a child, or had a minor child permanently legally and placed in his or her care and;
- C. Employees must not have taken any Paid Parental Leave under this policy in the 12-month period immediately preceding the date Parental Leave begins and;
- D. If two eligible parents both work for the City, the eligible Paid Parental Leave must be split among the two employees.
- E. Employees are eligible for 240 hours of paid parental leave if employed by the City for at least 6 months. For every additional month of service over 6 months, employees are eligible for an additional 40 hours of paid parental leave up to the maximum of 480 hours of paid parental leave. Employees with 1 year or more of service time with the City, are automatically eligible for the maximum of 480 hours of paid parental leave.

5.2 Request for Paid Parental Leave

Eligible employees must send a written request for Paid Parental Leave to the Benefits team at least 30 calendar days before Paid Parental Leave would take effect.

Supporting documentation must be received within the first 30 days following the date of birth, adoption, or legal placement of a minor child in order to receive this benefit. Multiple births or adoptions does not increase the time of Parental Leave that is granted.

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Upon determination of eligibility and receipt of the required supporting documentation for Paid Parental Leave, the eligible leave hours will be deposited into a Paid Parental Leave bank in UltiPro by the Benefits Team. It is the employee's responsibility to provide sufficient documentation to establish eligibility. If the employee fails to provide the documentation, the request may be denied.

5.3 Coordination with FMLA/Medical Leave Policy

Paid Parental Leave will run concurrently with FMLA when applicable. If FMLA benefits have been exhausted in the 12-month period immediately preceding the date of the event, the employee may still be eligible for Paid Parental Leave, as determined by the Benefits Team. The Paid Parental Leave time cannot be used as an extension of the FMLA period.

5.4 Use of Paid Parental Leave Time

Paid Parental Leave Time

- Should only be used to bond and/or care for your newborn(s) or newly adopted or legally placed minor child(ren).
- Paid parental leave must be used in increments no less than one regularly scheduled work day or one regularly scheduled shift.
- An employee is required to use Paid Parental Leave time prior to going into an unpaid status.
- Leave may be used consecutively or on an intermittent basis, but must be used within a 12-month period. If utilizing Parental Leave time on an intermittent basis, requests must be submitted to the employee's Supervisor and the Benefits Team at least two (2) weeks prior to Parental Leave usage. Failure to request the intermittent leave in advance may result in the request being denied. Approval of intermittent leave will be based on business needs.
- Leave may be used in coordination with Short Term Disability.
- Any unused Paid Parental Leave will be forfeited twelve (12) months following the qualifying event (i.e., date of birth or effective date of legal placement).
- Under no circumstances will Paid Parental Leave time be extended beyond the eligible period.
- Paid Parental Leave should not be used for reasons of a personal illness or medical incapacitation (e.g., recovery from birth) or to care for a family member. Sick Leave must be used for illness-related absence(s) or medical conditions.

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