



## Family and Parental Leave Policy

### **Purpose**

This policy is established to provide paid leave benefits to support and ease the burden on employees with growing families and employees facing serious family medical issues. Family and Parental leave is intended to provide an opportunity for permanent City employees to take up to a maximum of four (4) weeks of paid leave to provide care immediately following the birth or adoption of a minor child or for a spouse, parent, or child diagnosed with a serious health condition. Approved family and parental leave pay would be available following the first two weeks of leave for a qualified absence.

### **Eligibility**

Employees are eligible for Family and Parental Leave following one year of employment in a permanent position. Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

### **Effective Date and Triggering Event**

Eligibility for taking Family and Parental Leave for birth or adoption of a child shall begin on the date of the birth of an employee's child or on the day on which custody is taken by the employee for adoption placement. If travel is required, leave may begin upon the first day of travel. In the case of adoption, the employee must be the legal guardian of, and reside in the same household with, the newly adopted child to be eligible. If an employee adopts multiple children, the event shall be considered a single qualifying event, and will not serve to increase the length of leave for the employee, so long as the children are adopted within six weeks of each other.

Eligibility for taking Family and Parental Leave to provide care for a spouse, parent, or child diagnosed with a serious health condition shall begin on the first day of absence to provide care for the spouse, parent, or child.

### **Leave Requests**

#### Birth or adoption

Employees who desire to use such leave for the birth or adoption of a child are required to apply in writing at least thirty (30) days in advance or within five (5) work days of the onset of leave in cases where the need for leave is unforeseeable. Such application shall be made in writing to Human Resources.

### Spouse, parent, or child serious health condition

Employees who desire to use such leave to care for a spouse, parent, or child with a serious health condition are required to submit a written request to Human Resources within five (5) work days of the onset of leave. The request must include a statement from the treating medical provider identifying:

- The nature of illness
- The anticipated period of recovery
- The extent and nature of care required by the employee.

Serious illness is defined as an illness, injury, impairment or physical or mental condition which requires inpatient care or continuing medical treatment or supervision by a health care provider and that will require the prolonged or extended absence of the employee to provide care. Examples include but are not limited to conditions such as cancer, heart attacks, strokes, severe injuries, and Alzheimer's disease. Cosmetic procedures and short term conditions for which treatment and recovery are very brief such as the common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc. are not considered serious illnesses under this policy.

### **Leave and Benefit Amount**

Approved family and parental leave pay will be available after two weeks of leave for the qualified absence. The employee must use applicable accruals during the first two weeks of leave or the equivalent of two weeks of leave in the cases of intermittent leave. The four (4) weeks of Family and Parental Leave shall be paid at 70% of the employee's regular rate of pay. The employee, at his or her discretion, may supplement the other 30% with their own applicable leave banks. The employee, with Department Director approval, may also work to accrue paid work hours to make up the 30%. If an employee works over the 30%, the employee shall forfeit Family and Parental Leave on an hour-for-hour basis. At no time is Family and Parental Leave to count toward overtime. For the duration of Family and Parental Leave, employees are eligible to receive all Employer-paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status and regardless of whether they are receiving payment at 70% or supplementing to 100% of their regular rate of pay. The City will continue paying the employer's portion of health insurance premiums during approved Family and Parental Leave.

### **Benefit limitations**

Family and parental leave benefits are limited to a total of four (4) weeks in any rolling 12-month period.

### **Use of Other Leave**

Employees must utilize applicable accruals during the first two weeks of leave. If no applicable accruals are available, this time will be unpaid. Employees may supplement their wages up to a combined total of 100% of their regular bi-weekly rate of pay. Applicable accruals will be utilized to supplement the 70% wages for the four weeks of Family and Parental leave pay or any portion thereof unless the employee requests that Family and Parental leave not be supplemented with their accruals in writing. Requests not to supplement must be made as part of the initial family and parental leave request.

Employees using Family and Parental Leave who meet the eligibility requirements of the Family and Medical Leave Act (FMLA) (i.e., twelve months of City service and 1,250 hours worked during the twelve months immediately before the leave event) shall have the entire non-working period of Family and Parental Leave counted toward the employee's FMLA entitlement.

**Policy Administration and Appeal**

Administration of this policy including the approval of requests for Family and Parental Leave and interpretation of policy provisions including the determination of whether a condition meets the policy definition of serious health condition shall be the responsibility of the Human Resources Administrator. Employees who wish to appeal a denial of benefits may do so to the City Manager. Such appeal must be made to the City Manager in writing no later than 5 working days after the Human Resources Administrator's denial of benefits. The City Manager's decision shall be the City's final decision. This policy shall not be subject to any other grievance procedure.

Approved:



City Manager

11 / 7 / 2018

Date