

## **Section 4.13 Paid Parental Leave**

Effective Date: September XX, 2021

### **Section 1:**

The County will provide up to six (6) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, legal guardianship, or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly placed child. Paid Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Paid Parental Leave will be in effect for births, adoptions, legal guardianships, or placements of foster children occurring on or after the effective date of this policy. The adoption of a new spouse's child is exempted from this policy.

### **Procedure:**

All non-introductory, full-time employees are eligible for this leave.

Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, or placement of a child/children. The fact that a multiple birth or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than twelve (12) weeks of paid parental leave in a rolling twelve (12) month period, regardless whether more than one birth, adoption, legal guardianship or foster care placement event occurs within that rolling 12 month timeframe.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight time hourly rate (non-exempt) or weekly rate (exempt).

Approved paid parental leave may begin at any time during the six-month period immediately following the birth or placement of a child with the employee.

Once an employee commences their paid parental leave for any birth or placement event, they must take the leave in one continuous 6-week period. Any unused paid parental leave will be forfeited.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave for a birth or placement taken under this policy will be counted toward the 12 weeks of available FMLA leave. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks (two paid parental leaves) during the rolling 12-month FMLA period. Please refer to Policy 4.8 - Leaves of Absence for further guidance on the FMLA.

The County will maintain all benefits for employees during the paid parental leave period. Employee payroll deductions for all group health and other voluntary benefit programs will continue during this leave.

If a County holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA 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 was on FMLA-qualifying leave.

**Requests for Paid Parental Leave**

The employee will provide Human Resources (HR) with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable within such 30-day period, as soon as practical after such leave is foreseeable). The employee must complete the necessary Human Resources forms and provide all documentation as required by the Human Resources Department to substantiate the request.