

## PARENTAL LEAVE

### **A. PURPOSE**

The City seeks to cultivate an atmosphere where its employees can thrive professionally without sacrificing essential family obligations. The purpose of this Policy is to give parents time to bond with their new child and adjust to their new family situation.

### **B. ELIGIBILITY**

To be eligible for Parental Leave pursuant to this Policy, the employee must meet the following conditions:

1. The employee must have been employed by the City for at least one year and be classified as a full-time or part-time regular employee, as defined by the City.
2. The employee must also meet one of the following criteria:
  - a. Have given birth to a child; or
  - b. Be a spouse of a person who has given birth to a child;
  - c. Be a biological and legal parent of the child; or
  - d. Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.
3. Parental leave will run concurrent with state/federal leave law, e.g., FMLA
4. The employee must agree that they will not work a second position while using Parental Leave
5. The employee must agree that, if employee does not return to duty following the leave, the employee will repay the City for the benefit time used

### **C. SCOPE OF PARENTAL LEAVE**

1. Eligible employees will be permitted to take up to 320 hours (8 weeks) of paid leave, once per rolling twelve month period
2. All leave must be consecutive, not intermittent
3. Employee will not be required to return to duty immediately following the eight week paid leave, provided the employee is entitled to additional leave pursuant to state/federal law
4. If the employee's employment with the City is terminated during the leave, the employee shall not be eligible for payment for any unused Parental Leave.

### **D. EXTENDED PAID PARENTAL LEAVE**

Following the eight (8) week paid Parental Leave, if the employee is eligible for additional leave pursuant to state/federal law, the employee may use their own accrued sick and/or PTO leave for up to four (4) additional weeks of paid Parental Leave, subject to state/federal law. All leave must be consecutive, not intermittent.

**E. MISUSE OF PARENTAL LEAVE**

The City may take disciplinary action, up to and including termination, against an employee who uses leave pursuant to this policy for purposes other than those described in this Policy.

**F. EFFECTIVE DATE**

These rules and regulations shall become effective January 1, 2024.

**G. INTERPRETATION**

Questions on interpretation of these rules shall be directed to the Chief Human Resources Officer.

**H. MODIFICATION**

The City Manager reserves the right to make such modifications and amendments to these regulations as, in his/her opinion, are deemed necessary or proper.

Promulgated by City Manager 1/1/2024