

**Agenda Item 6 a**

Requested Action: Second Reading, Approval

**PAID PARENTAL LEAVE POLICY - NEW**

Summary:

New Paid Parental Leave policy allowing up to 120 hours of paid parental leave for all employees. Hours allotted are pro-rated based on number of hours worked. This leave runs concurrently with FMLA, where applicable. Effective date if approved is 12/26/2022.

## 6.20 NEW POLICY: Parental Leave

The Library District will provide up to 120 hours 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 or foster care. A "child" is a young person below the age of 17 years old. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family, and Medical Leave Act (FMLA) leave, as applicable.

### 6.20.1 Eligibility

- A. All employees are eligible to use paid parental leave in accordance with this policy.
- B. Employees are eligible on their first day of employment with the Library District.
- C. If the Library District employs both parents, both employees are eligible for this leave.

### 6.20.2 When Parental Leave May Be Used

- A. Eligible employees must meet one of the following criteria to use Parental Leave:
  - 1. Have given birth to a child.
  - 2. Be a spouse or committed partner of a person who has given birth to a child.
  - 3. Adopt or foster a child younger than 17 years of age.
  - 4. Employees are not eligible to use parental leave if the employee adopts a spouse or committed partner's child.
- B. Any leave for a birth parent that commences prior to delivery due to a serious health condition is considered personal medical leave under the FMLA.
- C. Approved paid parental leave may be taken at any time during the one year immediately following the birth, adoption, or placement of a child with the employee.
- D. Paid parental leave may be used for the two-week short-term disability (STD) elimination period or at the conclusion of any STD leave/benefit provided to the employee.
- E. Employees may use parental leave for stillbirth in addition to Bereavement Leave. However, additional time may be necessary under the FMLA or the ADA.

### 6.20.3 Amount of Parental Leave

- A. Eligible employees will receive a maximum of 120 hours of paid parental leave per birth, adoption, or placement of a child/children. Available hours will be prorated for employees who do not work full-time.
- B. A multiple birth, adoption, or placement (e.g., the birth of twins or adoption of siblings) does not increase the three-week total amount of paid parental leave granted for that event.
- C. Any unused paid parental leave will be forfeited at the end of the one-year time frame.
- D. Unused paid parental leave will not be paid out upon employment termination.

#### **6.20.4 Requests for Paid Parental Leave**

The employee must provide their supervisor and the Human Resources Department 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, as soon as possible). In addition, the employee must complete the necessary HR forms and provide any other required documentation to substantiate the request.

#### **6.20.5 Coordination with Other Leave/Pay**

- A. Parental leave is not eligible for overtime pay.
- B. Employees continue to accrue vacation time while using paid parental leave.
- C. Employees who are eligible for holiday time and who are on paid parental leave during a designated holiday must record holiday time for that day and not use paid parental leave.
- D. Paid parental leave taken under this policy will run concurrently with leave under the FMLA.
- E. Employees who take 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.