

# Paid Parental Leave

Number: F-21

Revision: 0

Effective Date: **September 1, 2016 or TBD**

## 1.0 POLICY

The City of Greensboro believes that strong families benefit both the local community and the workplace. For this reason, the City is proud to offer the family-friendly option to its employees of Paid Parental Leave to care for new family members.

## 2.0 PURPOSE

The purpose of Paid Parental Leave is to allow up to six (6) weeks of paid leave to employees who have worked for the City for at least twelve (12) months. The Family Medical Leave Act while providing job protection in a paid or unpaid status, does not address the lack of income experienced by many employees during periods of necessary leave. Paid Parental Leave will be in addition to an employee's accrued annual and sick leave.

## 3.0 SCOPE

This policy applies to employees in all benefit-eligible positions. Other (not benefit-eligible employees are not covered by the leave in this policy but are eligible for unpaid Family and Medical Leave if they meet the qualifying requirements. See the Family and Medical Leave Act (FMLA) policy on page 199.

## 4.0 DEFINITIONS

- 4.1 Paid Parental Leave – The period of time of up to six (6) weeks of paid leave for Parental care of a newborn; a child placed for adoption, foster care, guardianship under age eighteen (18) or to care for a child over the age of eighteen (18) who is incapable of caring for themselves due to a mental or physical disability.
- 4.2 Child – A biological, adopted or foster child, stepchild, legal ward or a child of a person standing in loco parentis, who is under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability as a result of a **specific** illness or medical event.
- 4.3 Parent – means any of the following: (1) the biological parents of a child; (2) a person who has legal custody of a child; (3) a person who acts as a guardian of a child regardless of whether he or she had been appointed legally; (4) an aunt, uncle, or grandparent of a child; or (5) the spouse of any of the foregoing persons.
- 4.4 Benefit-Eligible – Full time (FT) and part time (PT) employees who are eligible for coverage and participation in the City's benefit programs in addition to legally mandated coverage. **See the appendix document, Position Types, on page 410.**

## 5.0 ORGANIZATIONAL RULES

To qualify for Paid Parental Leave, an employee must meet all of the following criteria:

5.1 The employee must be a full time or part time benefitted employee and have worked for the City for at least twelve (12) months.

5.2 The employee has experienced either of the following qualifying events within twelve (12) months from the date that Paid Parental Leave is requested:

- Birth of a child of the employee;
- The legal placement of a child with the employee for adoption, foster care or guardianship;
- The placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities (in loco parentis);
- The care of an employee's child under the age of 18 who is incapable of self-care due to a mental or physical disability

5.4 Paid Parental Leave for the birth or placement of a child may only be requested within the first twelve (12) months of the birth or placement.

5.5 If both parents are employed by the City, six (6) weeks is the maximum combined total available for Paid Parental Leave for both employees.

5.6 An employee may receive Paid Parental Leave for only one qualifying event within a twelve (12) month period from the effective date of this policy.

5.7 Employees may exhaust all available Planned Leave Without Pay, Fair Labor Standards Act Compensatory Time, Holiday Leave, Other Compensatory Time, Annual Leave or Sick Leave after Paid Parental Leave has been exhausted to continue care for a newborn child, a child placed for adoption, guardianship or foster care.

5.8 In the event that an employee's request for Paid Parental Leave is denied, he or she may be eligible to use paid time off (Planned Leave Without Pay, Fair Labor Standards Act Compensatory Time, Holiday Leave, Other Compensatory Time, Annual Leave or Sick Leave), provided that the conditions of those leave benefits are satisfied.

## **6.0 PROCEDURES**

6.1 To receive the Paid Parental Leave, an employee must complete and submit a Family and Medical Leave Act (FMLA) Application Form within 12 months of a qualifying event and specify the number of Paid Parental Leave hours requested.

Paid Parental Leave and FMLA will run concurrently.

6.2 In addition to the FMLA Application Form, an employee must also submit supporting documentation that establishes the qualifying event for eligibility.

Supporting documents include but are not limited to:

- Birth of child – A certificate of live birth or similar government issued document, listing the requesting employee as a legal parent;
- Legal placement of a child – A certified copy of a court order granting legal custody of the child to the requesting employee;
- In Loco Parentis – A notarized statement from the employee asserting that he or she is assuming and discharging the obligations of a parent to a child. The statement must include the age of the child, the degree to which the child is dependent on the employee, the amount of support, if any provided by the employee and the extent to which the employee exercises duties commonly associated with parenthood;

- Non-legal placement of a child – Two (2) official records establishing the employee as a named caregiver to the child (e.g. school enrollment, insurance records, or medical records); **and** documentation establishing the date when the placement occurred (e.g. insurance records and certificates of death).
- In the case of a child over the age of 18 incapable of self care due to a mental or physical disability that suffers a **specific** illness or medical event within a twelve (12) month period, the submission of the attending physician recommendation of care and treatment plan is required.

6.3 The employee must submit his or her application to the Medical Services FMLA Administrator along with the supporting documentation as outlined in 6.2.

6.4 Under no circumstances will the City approve any event retroactively for Paid Parental Leave. All applications will be reviewed based on qualifying events that occur on or after the effective date of the policy.

6.5 The employee will be notified within five (5) business days if the Paid Parental Leave is approved. In addition, the employee's supervisor and/or department director shall also be notified.

6.6 The employee's supervisor must code Approved Paid Parental Leave as LVPP in the City's timekeeping system for all time off during the Paid Parental Leave period.

6.7 Paid Parental Leave cannot be used on an intermittent basis and time off must run consecutively. If an employee utilizes only four (4) workweeks of the six (6) weeks provided for one (1) qualifying event, he or she would not be eligible to use the remaining two (2) workweeks for a different qualifying event, even if that event occurred within the same twelve (12) month period.

## **7.0 HEALTH BENEFITS**

The City will continue to make contributions on behalf of the employee previously enrolled in a health plan with the City. The employee and his/her dependents will continue to be covered as long as the employee pays for any required contributions. During the period of Paid Parental Leave, all premiums will continue to be deducted from the employee's paycheck.

## **8.0 Retirement**

Retirement contributions and retirement service credit will continue to accrue during the Paid Parental Leave period.

## **9.0 Accrual of Annual Leave and Sick Leave**

Annual Leave and Sick Leave will continue to accrue during the period of Paid Parental Leave.

## **9.0 Human Resources Contact**

HR/Medical Services  
HR/Total Compensation - Benefits

## **8.0 APPENDIX, APPENDICES**

TBD