

Paid Parental Leave Policy

Frequently Asked Questions

1. Which employees are eligible for paid parental leave?

To be eligible for paid parental leave, an employee must:

- Be a biological parent, an adoptive parent, or the spouse of a biological or adoptive parent. For the purposes of this policy “registered domestic partners” are considered spouses.
- Be eligible to accrue sick leave (generally a regular full-time or a regular part-time employee).
- Have had no disciplinary action in the previous two years for the misuse of sick leave.

2. How much paid leave will be available under the Paid Parental Leave Policy?

- Eligible employees will receive up to three weeks of paid leave. For example:
 - An exempt employee will be able to access up to 15 days of paid leave.
 - A non-exempt, full-time regular employee who works 40 hours a week will be able to access up to 120 hours of paid parental leave.
 - A non-exempt part-time regular employee who works 20 hours a week will be able to access up to 60 hours of paid parental leave.
 - Sworn Fire Personnel working a 24 hour shift will be able to access up to 163.8 hours of leave.
 - Employees who are eligible to accrue sick leave but are not described above will be granted paid parental leave on a pro-rated basis in accordance with their regular work schedule.
 - Multiple births or adoptions do not increase the length of the paid parental leave granted for the event.

3. Will the same amount of paid parental leave be offered to both parents?

- Yes, but each parent would have to meet the criteria listed above.

4. If both parents are City employees, are they both eligible for paid parental leave?

- Yes, but each parent would have to meet the criteria listed above.

5. Will an employee adopting a child receive the same amount of paid parental leave as an employee caring for a newborn child?

- Yes.

6. Is paid parental leave available for foster care placement?

- No.

7. Can an employee use paid parental leave prior to a birth or adoption?

- No, the birth or adoption must take place before an eligible employee can receive paid parental leave.

8. When can an eligible employee access paid parental leave?

- After their request for paid parental leave is received and approved by The Standard Insurance Company (The Standard).

9. Can paid parental leave be taken intermittently?

- No. Paid parental leave must be continuous (taken in a solid block of time) and used within six months of the birth or adoption.

10. If an employee is approved for paid parental leave but does not use the entire three weeks of leave during the six months following the birth or adoption, does the unused leave carry over?

- No. Any unused paid parental leave will be forfeited at the end of the six months.

11. How does paid parental leave coordinate with the Sick Leave Donation Program?

- The birth mother can request sick leave donations after exhausting all paid time off (including paid parental leave) but only while the employee is incapacitated (generally 6 to 8 weeks following child birth).

12. Does vacation and sick leave accrue while an employee uses paid parental leave?

- Yes.

13. What if a holiday falls during the three continuous weeks of paid parental leave?

- The employee's time would be coded consecutively as paid parental leave. Holiday pay would not extend the length of the paid parental leave.

14. What happens to an employee's benefits while using paid parental leave?

- Benefit coverage will continue since premium contributions will be deducted from the employee's paychecks during paid leave.

15. Is there a limit to the number of times an employee can use paid parental leave?

- No, except paid parental leave is limited to three weeks per birth or adoption. The fact that multiple birth or adoption occurs does not increase the amount of paid parental leave granted for the event.

16. Can paid parental leave be used for the loss of a baby?

- No; however other leave options may be available in that situation.

17. Who can employees contact for more information on the Paid Parental Leave Policy?

- Contact The Standard Insurance Company (The Standard) at 844.573.0232 for more information or to request a paid parental leave. Employees can also contact Nigel Atterberry at 612.673.3620 with questions.