

# Attachment A

## PAID PARENTAL LEAVE

Paid Parental Leave, up to 80 hours, will be offered to eligible employees due to the birth of an employee's child, an employee adopting a child, or the spouse of a birthing or adoptive parent. This leave will also be made available to employees that suffer a miscarriage, stillbirth, or neonatal death after the 24<sup>th</sup> week of pregnancy. The 80 hours must be used within one year from the birth or adoption of a child. To be eligible, an employee must:

- Be a new biological parent, new adoptive parent, or spouse thereof
- Be a permanent full-time or part-time employee, part-time employees will be paid a pro-rated amount based on their normal budgeted hours
- Have been an employee for at least 30 calendar days (being eligible for this leave does not grant eligibility for other leaves, such as, FMLA or Pregnancy and Parenting Leave)
- Be in good standing and meet any other requirements set forth in the Personnel Policy

Should an employee not use the leave in the allotted time or leave City employment any remaining leave will be forfeited. Surrogate mothers and sperm or egg donors are excluded from coverage under this policy. If both parents are eligible employees, each will be able to utilize Paid Parental Leave according to the provisions of this policy. Paid Parental Leave is not available for foster care placement.

Paid Parental Leave will not reduce eligibility for other types of paid and unpaid leaves such as FMLA, short-term disability or long-term disability.

The amount of Paid Parental Leave does not increase due to the birth/adoption of multiples (i.e., twins, triplets). Medical conditions and/or other circumstance will not increase the length of paid leave granted. There is not a limit to the number of times an employee can use Paid Parental Leave.