

609 Parental Leave

Parents of newborns, newly-adopted children, or children newly placed into their foster care may be eligible for up to six weeks of paid parental leave. For those employees who are eligible for leave under the Family and Medical Leave Act (FMLA), this paid parental leave will run concurrently with the FMLA leave and cannot be used to extend the FMLA leave time. This leave is in addition to any available sick leave, vacation time or other forms of paid leave.

Eligibility Requirements

- Full-time and Benefitted Part-time employees who have worked for the Library for 12 consecutive months.
- The leave may begin no earlier than the birth or placement of the child or children and must begin and end within 12 months immediately following the birth or placement.
- Employees will not receive more than six weeks of paid parental leave in a rolling 12-month period, regardless of whether there are multiple births, adoptions or placement of foster children.
- The adoption of a new spouse's child is excluded from this policy.

When both parents are eligible employees, paid parental leave may be taken concurrently or consecutively within 12 months of the birth or placement of the child or children. Each eligible parent is entitled to six weeks of paid parental leave.

Requesting Paid Parental Leave

If the need for paid parental leave is foreseeable, the employee must submit a written leave request to the Executive Director at least 30 days prior to the start of the leave.

Where the need for leave is not foreseeable, the employee must submit a written leave request to the Executive Director as soon as practicable, including any supporting documentation.

Use of Leave Time

Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA). This leave will be compensated at the employee's current hourly rate. The total amount of leave time will be calculated as follows:

$$\text{Employee's Normal Weekly Hours} \times 6 \text{ weeks} = \text{Total hours of paid parental leave}$$

While on paid parental leave, the employee will continue to accrue sick and vacation time and is eligible for holiday pay. The Library will continue to maintain all benefits (i.e., medical, dental, etc.) during the employee's paid parental leave, provided the employee pays their portion of any premiums. All standard payroll taxes and standing deductions will apply.

Paid parental leave must be taken within the first 12 months of the birth, adoption, or placement of the child or children. Any unused paid parental leave will be forfeited at the end of the 12-month time period. There is no payment of unused parental leave upon termination of employment.

Paid parental leave must be used in one continuous leave. At the discretion of the Executive Director and taking into consideration the operational needs of the library, the employee may request to use the parental leave on a reduced schedule if a timely request is made.