



TOWN OF PEMBROKE PARK

Paid Parental Leave Policy

RE: Paid Parental Leave Policy POLICY: 2022.12.14(3)
EFFECTIVE DATE #: December 14, 2022 UPDATED: _____

POLICY:

Paid Parental leave provides leave with pay to enable eligible employees to care for and bond with a newborn, newly adopted, newly placed foster child, or with a child newly placed in the employee's guardianship, or in loco parentis (qualified placement).

Eligible male and female employees will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption, or qualified placement of a child/children, for the purpose of bonding with the new child.

In no case will an employee receive more than one period of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or qualified placement event occurs within that 12-month time frame. An eligible employee includes a mother, father, stepparent, legal guardian, individual who is in loco parentis, or certified domestic partner of the parent at the time of the birth or date of the adoption or placement of the child.

GUIDELINES:

To be eligible for paid parental leave, a permanent full-time employee must have worked for the Town for at least twelve (12) months and worked at least 1,250 hours during the twelve-month period preceding the leave. Paid parental leave will run concurrently with the FMLA and must be utilized immediately starting the date of the birth, adoption, or qualified placement of a child. Annual leave and sick leave will continue to accrue during the period of paid parental leave, and the employee's regular payroll deductions for health insurance, retirement, and all other benefits will continue during the duration of paid parental leave.

PROCEDURE:

- A. An eligible employee must submit all required documentation requesting FMLA leave at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible, the employee must submit the documentation and FMLA request soon as possible.

- B. Eligible employees will be paid at 100% of their base hourly rate of pay for their normal work schedule. Paid parental leave will be paid on a biweekly basis according to the Town's regularly scheduled payroll calendar. If a holiday occurs during paid parental leave, the employee will receive holiday pay in lieu of paid parental leave.
- C. Approved paid parental leave must be taken on a continuous, consecutive basis during the period immediately starting the date of the birth, adoption, or placement of a child. Paid parental leave for the purpose of bonding with the child may not be used or extended beyond the eight-week time frame.
- D. Any unused paid parental leave will be forfeited at the end of the allowed period. In the event two employees working in the same department share a child and are both eligible for paid parental leave at the same time, a staggered leave may be granted by the Department Head, but in no case will the combined leave extend beyond twelve (12) weeks following the birth, adoption, or qualified placement of the child.
- E. Employees approved for paid parental leave shall not be eligible for leave donation under the provisions.
- F. Upon voluntary termination of the employee's employment with the Town, he or she will not be paid for any unused paid parental leave for which he or she was eligible. Further, any employee who fails to return to work due to a voluntary termination following a paid parental leave or following the conclusion of FMLA leave shall reimburse the Town in an amount equivalent to the value of the paid parental leave taken either directly, or through deductions from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination thereof.

COORDINATION OF BENEFITS:

- A. Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, for any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth, adoption, or other qualified placement of a child, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. See the Employee Handbook for additional information on The Family and Medical Leave Act.
- B. After the paid parental leave benefit is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick and vacation time if available. Applicable short-term disability benefits commence after paid parental leave is concluded and run concurrent with paid leave benefits; certain paid leave benefits including sick time, offset short-term disability benefits. Employees should review their short-term disability certificate for program information.

- C. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave.

REQUESTS FOR PAID PARENTAL LEAVE:

- A. An eligible employee must submit a completed Paid Parental Leave HR form (see addendum #1), an approved FMLA "Designation Notice" (DOL form WH-382 – see addendum #2), and "Notice of Eligibility and Rights & Responsibilities" (DOL form WH-381 - see addendum #3) requesting FMLA Leave at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible, the employee must submit the completed documentation as soon as possible.

*Note: For adoptions or placement of a child, the "Notice of Eligibility and Rights & Responsibilities" (DOL form WH-381 - see addendum #3) must be completed by you're the Human Resources Department.