

Paid Parental Leave – Effective 09/24/2023



Whether you have had a birth, adoption, or foster care placement event, we know this means change for you and your family. We are pleased to offer eligible employees 4 weeks of continuous paid parental leave. This leave will run concurrently with leave under the Family and Medical Leave Act (FMLA) and must meet eligibility criteria (worked 1,250 hours and employed within the last 12 month period).

Important Program Information:

- Remember to submit your leave of absence request by providing a 30-day notice.
- Both city parents who meet eligibility guidelines are eligible for 4 weeks.
- Paid parental leave will be compensated at your base rate and will be paid on your regularly scheduled pay dates.
- Use of paid parental leave will not impact your other available leave banks.
- Short-Term Disability is calculated after paid parental and medical leave banks are exhausted that runs concurrent with this employee paid benefit.
- Paid leave is available to take within 12 months of the date of birth, adoption, or foster care placement.
- Paid Parental Leave is not available if you're not FMLA eligible at the time of birth, adoption or foster care placement.

Human Resources Benefits Department

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