

## **PAID PARENTAL LEAVE**

### **I. PURPOSE**

Paid Parental Leave (PPL) provides new parents with the opportunity to care for and bond with their new child. The City of Akron will provide up to 240 hours of paid administrative leave for the birth of an employee's biological child or the placement of a child with an employee in connection with adoption. The purpose of Paid Parental Leave is to enable the employee to care for and bond with a newborn or a newly adopted child. Paid Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

### **II. ELIGIBILITY FOR PAID PARENTAL LEAVE**

- A) Employees must meet the following criteria to be eligible for Paid Parental Leave:
  - 1) Must be a permanent employee or a permanent part-time employee; and
  - 2) Have been employed by the City of Akron for at least thirty (30) days.
- B) Additionally, employees must meet one of the following criteria:
  - 1) Be the biological parent of a newly born child; or
  - 2) Be the legal guardian of a newly adopted child, that is not a spouse's child, and reside in the same household as the newly adopted child.
  - 3) Have experienced a still birth (natural loss after 20 weeks of gestation).
- C) Employee must reside in the same residence as the newly born biological child or adopted child.
- D) If both parents are eligible and employed by the City of Akron, they may take a combined total of 240 hours of Paid Parental Leave.
- E) Temporary and seasonal employees are not eligible for Paid Parental Leave.
- F) Employees are only eligible for Paid Parental Leave if they return to work for the City of Akron after the leave period. If an employee collects Paid Parental Leave and the employee terminates employment prior to returning to work, the employee must reimburse the City for the amount paid out for the Paid Parental Leave within six months of the employee's last date as a City employee.
- G) Permanent full-time employees are eligible for the full 240 hours of Paid Parental Leave.

*Permanent part time paid parental leave calculation: the average number of hours worked, which shall include all hours of holiday pay and other types of paid leave provided by the City, during the three-month period immediately preceding the day the parental leave of absence begins, not to exceed forty hours per week, up to the 240 hour maximum.*

### **III. FORMS AND DOCUMENTATION**

- A) Employees wishing to apply for Paid Parental Leave must complete the Parental Leave request form located on the Intranet under Department of Human Resources.
- B) Employees must provide documentation of the date of birth or adoption as well as documentation showing that the employee is recorded as the parent of the child.

Acceptable documents include:

- 1) Birth Certificate or
- 2) Certificate or official proof of Adoption

- C) Forms must be returned to the Department of Human Resources Room 703 of the Municipal Building at least 30 days prior to the proposed date of the leave. If the leave was not foreseeable, the form must be submitted as soon as practicable under the circumstances and within 30 days of the child's birth or adoption. If PPL is approved, all PPL leave requests must be submitted through the Workday System under "FMLA-Parental Leave".

#### **IV. DURATION OF LEAVE**

- A) An employee who is eligible for Paid Parental Leave may begin to utilize the administrative leave hours beginning the exact date of the birth of the employee's child or on the exact day on which custody is taken by the employee for an adoption placement.
- B) Approved Paid Parental Leave may be taken at any time during the 3-month period immediately following the birth or adoption of a child. Paid Parental Leave may not be used or extended beyond this 3-month time frame.
- C) The 240 hours of Paid Parental Leave for birth or adoption may be utilized in full work-shift increments (intermittent leave) or on a weekly basis. The employee must submit the request for leave to the employee's supervisor prior to any workday or week where the leave will be utilized. Requests for intermittent leave must be approved by the employee's supervisor to ensure minimal disruption to the workplace.
- D) If an employee births or adopts multiple children, the Paid Parental Leave triggering event shall be considered a single qualifying event and will not serve to increase the length of leave for the employee unless the children are birthed or adopted more than forty weeks apart from each other.
- E) In the event that a newly born or adopted child dies during the period of time that the employee is on Paid Parental Leave, the employee shall be entitled to the full extent of the Paid Parental Leave.

#### **V. COORDINATION WITH OTHER POLICIES**

- A) Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA as applicable. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth of a child or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave where applicable. 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 Paid Parental Leave and the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- B) After the Paid Parental Leave is exhausted, the balance of FMLA leave (if applicable) will be compensated pursuant to the City's Family and Medical Leave Policy.
- C) The use of Paid Parental Leave will not affect benefits eligibility of the employee.
- D) The employee will continue to accrue all other forms of leave for which the employee is eligible during the period of Paid Parental Leave. Any holiday pay that occurs during the period of Paid Parental



Leave shall constitute the sole pay for the employee for those hours and shall not be paid in addition to the employee's Paid Parental Leave. The occurrence of a holiday during the period of Paid Parental Leave shall not extend the time period for Paid Parental Leave.

- E) Employees are ineligible for overtime pay during the period of time they are receiving Paid Parental Leave.
- F) Employees shall not hold outside employment occurring during their normal work hours during the period of Paid Parental Leave.

**VI. CONSEQUENCE OF FALSIFICATION/FAILURE TO FOLLOW THIS PROCEDURE**

- A) An employee who provides false or misleading information may be subject to discipline, up to and including termination.
- B) Any employee found to be holding outside employment inconsistent with this policy during Paid Parental Leave may be subject to discipline up to and including termination.
- C) An employee who fails to submit the appropriate form and/or documentation under Section III shall not qualify for Paid Parental Leave.

**VII. CONFLICT**

Nothing in this policy shall be determined to be in conflict with the terms of any applicable collective bargaining agreements that are in effect.

**VIII. DISCRIMINATION PROHIBITED**

No employee shall be discriminated against for utilizing Paid Parental Leave. Harassment related to Paid Parental Leave will not be tolerated. Employees shall not be retaliated against for filing a complaint, whether orally or in writing, related to this policy.



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