

I. **Parental Leave**

There are two forms of Parental Leave: Recovery Leave, which is available only for a parent who has physically given birth to a child (i.e. a birthing parent), and Bonding Leave, which is available for both birthing parents and non-birthing parents.

Like vacation or personal leave, Parental Leave only provides base wage income replacement for the duration of the leave period. The Family and Medical Leave Act (FMLA), and not Parental Leave, provides job protection on behalf of the employee for the duration of the leave period. If an employee does not qualify for FMLA, they may request job protection by applying for a leave of absence from their department director.

Eligibility:

To be eligible for Parental Leave an employee must:

- a. Be a full-time employee and eligible to enroll in the City's health benefit program; and
- b. Become a parent through birth, legal adoption, court-ordered foster care placement or court-ordered guardianship.

The following conditions apply to the use of Parental Leave:

- a. Parental Leave begins on the date of the child's birth; or, in the case of legal adoption, court-ordered foster care placement or court-ordered guardianship, the date the child is placed in the employee's home.
- b. Parental Leave may be taken during an employee's probationary period. The employee's probationary period will be extended by an amount of time equal to the Parental Leave taken.
- c. Parental Leave will run concurrently (at the same time) with FMLA leave. An employee on parental leave is not required to utilize Short-Term Disability (SDI) concurrently with Parental Leave.
- d. FMLA requires 30-days advance notice for foreseeable events, including the birth or placement of a child. Employees seeking Parental Leave are required to inform the HR leave team of the need for Parental Leave and provide applicable documentation and paperwork.

Parental Leave for a birthing parent:

- a. A birthing parent may take up to six (6) consecutive weeks of Recovery Leave for physical recovery. Recovery Leave begins on the date of the child's birth and must be taken continuously (all at once). A return to work, regardless of the time spent on Recovery Leave or the time spent back at work, will end the Recovery Leave.
- b. A birthing parent may take an additional 240 hours (336 hours for Fire Operations employees) of Bonding Leave per rolling 12-month period to bond with, and care for, the child.

Bonding Leave may be taken on an intermittent basis but is subject to department approval to balance operational needs.

c. Birthing parents may utilize both Recovery Leave and Bonding Leave.

d. Bonding Leave may be taken at any time but must be completed by the first anniversary of the child's birth.

Parental Leave for a non-birthing parent:

a. A non-birthing parent may take up to 240 hours (336 hours for Fire Operations employees) of Bonding Leave per rolling 12-month period to bond with, and care for, the child. Bonding Leave may be taken on an intermittent basis but is subject to department approval to balance operational needs.

b. Bonding Leave may be taken at any time but must be completed by the first anniversary of the child's birth.

Parental Leave for employees who become parents through legal adoption, court-ordered foster care or court-ordered guardianship:

a. The non-birthing parent may take up to 240 hours (336 hours for Fire Operations employees) of Bonding Leave per rolling 12-month period to bond with, and care for, the child. Bonding Leave may be taken on an intermittent basis but is subject to department approval to balance department operational needs.

b. Bonding Leave may be taken at any time but must be completed by the first anniversary of the date the child is placed in the employee's home.