

143.23 PAID PARENTAL LEAVE.

- (a) Purpose/Objective. The City of Groveport will provide up to 8 weeks of paid parental leave, paid at 75% of the employee's regular hourly rate up to 40 hours per week, to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) leave, as applicable.
- (b) Eligibility. Eligible employees must meet the following criteria:
- (1) Have been employed with the City of Groveport for at least 12 months (the 12 months need to be consecutive)
 - (2) Have worked at least 2,080 hours during the 12 consecutive months immediately preceding the date the leave would begin.
 - (3) Be a full-time, regular employee (part-time, temporary employees and interns are not eligible for this benefit).
- (c) In addition, employees must meet one of the following criteria.
- (1) Have given birth to a child.
 - (2) Be a spouse or committed partner of a woman who has given birth to a child.
 - (3) Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.
- (d) Amount, Time Frame and Duration of Paid Parental Leave.
- (1) Eligible employees will receive a maximum of 8 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 8-week total amount of paid parental leave granted for that event.
 - (2) Each week of paid parental leave is compensated at 75 percent of the employee's regular, hourly rate up to 40 hours per week. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
 - (3) Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 8-week time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 8-week time frame.
 - (4) Upon termination of the individual's employment at the City, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- (e) Coordination with Other Policies.
- (1) Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, 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. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
 - (2) After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
 - (3) The City will maintain all benefits for employees during the paid parental leave period just as if they were taking any other City paid leave such as paid vacation leave or paid sick leave.
 - (4) If a City holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; such holiday pay will extend the total paid parental leave entitlement.
 - (5) Employees shall have the option to supplement the remaining 25% of unpaid parental leave with their own sick, vacation, personal, or compensatory time balances.
- (f) Requests for Paid Parental Leave.
- (1) The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the Parental Leave Request Form and FMLA Forms and provide all documentation as required by the HR department to substantiate the request.
 - (2) As is the case with all City Policies, the City Administrator has the exclusive right to interpret this policy or make changes at any time without notice.