

## **Paid Parental Leave**

The purpose of paid parental leave is to help enable the employee to care for and bond with a newborn or a newly adopted child by offering up to four weeks of paid time off.

### **Eligibility**

Regular full-time and part-time employees who meet the following are eligible to request Paid Parental Leave. Temporary employees are not eligible.

- Have worked for the library for at least one year and
- Have not taken a paid parental leave in the previous twelve months

Staff who qualify for FMLA may apply for and take paid parental leave as part of any FMLA leave.

### **Use of Leave Time**

- Eligible employees will receive a maximum of four weeks (20 days) of paid parental leave per birth or adoption (the child must be 17 or younger) of a child/children.
- Time must be used in increments of a full working day as typically scheduled.
- The adoption of a child by a new spouse is excluded from this policy.
- Multiple births or adoptions, such as the birth of twins or adoption of siblings, does not increase the four-week total amount of paid parental leave granted for that occurrence. In addition, an employee will not receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.
- Paid parental leave time runs concurrent with approved FMLA beginning with the start of FMLA. Once paid parental leave time is exhausted, the employee may choose to use any accrued paid sick, vacation or personal time until those hours are exhausted. Any paid or unpaid time off will run concurrent with FMLA and be counted toward the 12-week allotment.
- Employees must use paid parental leave within 6 months of the date of birth or adoption of a child.
- Any unused paid parental leave will be forfeited at the end of the 6-month time period.

- Paid parental leave is compensated at the employee's current hourly rate based on the employee's normally scheduled weekly work hours as defined by their current job. Paid parental leave will be paid on regularly scheduled pay dates. All standard payroll taxes, and standing deductions (such as IMRF and/or insurances) will apply.
- Upon separation of employment, the employee will not be paid for any unused paid parental leave for which he or she was eligible.

### **Requesting Paid Parental Leave**

The employee will provide Library Administration with notice of the request to utilize Paid Parental Leave at the time of the request for FMLA. If employee is not covered by FMLA, a written request for paid parental leave should be submitted 30 days prior to the expected leave. The employee must complete the necessary HR forms and provide all documentation as required by Library Administration to substantiate the request.