

CITY OF ST PAUL PAID PARENTAL LEAVE POLICY

Effective Date: January 1, 2015

Statement of Policy

It is the policy of the City of Saint Paul to provide Paid Parental Leave to eligible employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. This policy will run concurrently with eligible leave under the Family and Medical Leave Act (FMLA). This policy is in effect for childbirth or adoptions occurring on or after January 1, 2015.

Reason for Policy

The purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their work obligations. As the workforce continues to change, flexibility and family-friendly workforce policies are essential. Such policies are critical for the City of Saint Paul if it is to attract and retain the best staff, achieve diversity goals and continue to create the most livable city in America.

Eligibility

Paid Parental Leave is available to certified, provisional and appointed employees who are FMLA eligible. An employee is FMLA eligible if s/he has been employed with the City of Saint Paul for at least twelve (12) months and has worked a minimum of 1,250 hours during the 12-month period prior to the leave.

Surrogate mothers and sperm donors are excluded from coverage under this policy.

Provisions

An eligible employee who is the birthing mother will receive up to four continuous weeks of pay. All other eligible parents will receive up to two continuous weeks of pay. Paid Parental Leave is in addition to, and not a replacement for, any other leave for which an employee is eligible.

Paid leave will be based on the employee's certified normal rate of pay (based on full-time equivalency) not including premiums or scheduled overtime. Part-time employees are eligible for Paid Parental Leave based on their average number of hours worked during the previous twelve months.

Vacation and sick leave benefits will continue to accrue during the period of Paid Parental Leave. The City will continue to pay its share of the cost of an eligible employee's group health insurance during a Paid Parental Leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

Paid Parental Leave must be utilized within twelve weeks following the birth or adoption of a child. Paid Parental Leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, personal leave, holiday, and short-term disability. Eligible employees should review their collective bargaining agreement (if applicable) and contact Employee Benefits in the Human Resources Department.

If a holiday observed by the City of Saint Paul occurs during the eligible employee's Paid Parental Leave, the eligible employee will receive holiday pay in lieu of a paid parental day. Use of holiday pay during a Paid Parental Leave will not extend the length of the leave.

The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave granted for that event. If both parents are eligible employees, each will be able to utilize the appropriate provisions of this policy.

Documentation

An eligible employee must submit a completed Leave Request Form, requesting FMLA leave, to City of Saint Paul Benefits at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30 day notice is not possible; the employee must submit a Leave Request Form to Employee Benefits as soon as possible.

An eligible employee will be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FMLA leave will govern. The medical documentation must be completed and signed by the individual's health care provider.

An eligible employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

A fraudulent request for Paid Parental Leave is grounds for discipline, up to and including discharge.

Questions

Please contact Employee Benefits at 651-266-8890