



Pilot Paid Parental Leave Policy

Eligible City of Bloomington employees may be paid for up to six weeks of paid parental leave at 100% of their salary to spend time with their newborn, newly adopted child, or a child placed with the employee for foster care.

Human Resources is responsible for administering this policy and determining eligibility for paid parental leave. This is a pilot program, which means that this may be a short-term benefit. At the end of 2023, this policy will be reviewed for continuation, however, this policy is subject to change at any time.

ELIGIBILITY

To receive paid parental leave, Regular employees must be eligible for Family and Medical Leave (FML) for one of the following reasons:

- Have given birth to a child;
- Are the spouse or committed partner of the individual who gave birth to the child and will have day-to-day responsibilities for caring for a child; or
- Have adopted a child or been placed with a foster child (under 18 years old). (The adoption of a spouse's child is excluded from this policy.)

Paid parental leave may only be used for leave to bond with or care for the employee's newborn or a child placed with the employee for foster care or adoption. Employees may not use paid parental leave prior to the child's date of birth, adoption date (or custody date), or day that the child was placed with them for foster care. Employees who are adopting may use paid parental leave from the point that a child is placed with them for the purposes of adoption. To be eligible for the leave, the child being adopted must also be under the age of 18 unless they are incapable of self-care because of a mental or physical disability.

If the employee is approved to take FML intermittently or on a reduced schedule basis to bond with or care for the child, paid parental leave may be taken intermittently or on a reduced schedule basis.

Eligible employees may receive paid parental leave once in a twelve-month period and for a total of two qualifying events during their career at the City, even if they have a break in service.

AMOUNT OF PAID LEAVE

Up to six weeks of paid parental leave is available to eligible employees effective the day that their baby is born or placed with them for adoption or foster care. For those who work fewer than 40 hours per week, the amount of leave will be prorated based on the average number of hours worked over the year before the qualifying event.

If the employee has fewer than six weeks of Family and Medical Leave (FML) remaining at the time of their qualifying event, they will receive an amount of paid parental leave equal to the remaining FML allotment.

If both parents of a child are employees, they are both eligible for six weeks of paid parental leave.

COORDINATION WITH OTHER BENEFITS AND CITY POLICIES

Paid parental leave runs concurrently with Family and Medical Leave (FML). This policy does not extend the FML maximum allotment of twelve weeks within a twelve-month period, but paid parental leave pays the employee for six of those weeks.

The City will continue to pay the employee's share of insurance premiums during paid parental leave. All deductions from an employee's paycheck will continue while receiving paid parental leave.

A covered employee's Short-Term Disability (STD) payment is reduced by City-paid benefits. This means that a covered employee who gives birth and elects paid parental leave prior to the birth, will most likely not receive their full STD benefit of 60% of their salary for their recovery period.

If a day designated as a City Holiday occurs during parental leave, the employee will receive Holiday Pay, and the employee need not use paid parental leave for that day.

UTILIZING PAID PARENTAL LEAVE

Employees who are interested in taking paid parental leave must provide their supervisor and Human Resources with written notice of the anticipated leave at least thirty days prior to the proposed date of the leave (or if the leave is not foreseeable, as soon as possible).

When an employee notifies Human Resources that they will need leave for a paid parental leave qualifying reason, or if Human Resources becomes aware of such a need, Human Resources will send the employee paperwork to formally request Family and Medical Leave, and the employee will indicate on that paperwork if they would like to use paid parental leave.

Employees may request paid parental leave anytime within the twelve months after their qualifying event by contacting Human Resources.

Employees who falsify information or otherwise inappropriately code their time off as paid parental leave may be subject to disciplinary action up to and including termination of employment. Employees will also be required to pay back the City for any paid parental leave that they were not authorized to use.

Any paid leave remaining after twelve months of the qualifying event or at the end of the employee's approved FML will be forfeited. Employees will not be paid out for remaining leave upon termination or transfer to a position that makes them ineligible (temporary position, for example) for such leave.

Questions and Answers about the City of Bloomington Paid Parental Leave

1. **Can I use fewer than six weeks of paid parental leave for an event and save the remaining weeks for a future event?** No. Paid parental leave is allotted for only two qualifying events per employee, even if that employee does not use the total allotment.
2. **Can I request paid parental leave after the qualifying event?** Paid parental leave may be requested within one year of the qualifying event. However, leave that is foreseeable may be denied if it is not requested at least thirty days before the need for leave.
3. **Do I have to use my PTO, Vacation, or Benefit time prior to using paid parental leave?** No. Eligible employees may use paid parental leave the day that their child is born or placed in their home for foster care or adoption.
4. **If I am having a baby and have Short Term Disability (STD), will I still get my STD benefit if I receive paid parental leave?** It depends. Short Term Disability is reduced by any City-paid benefit. If your doctor authorizes you to be off for six weeks to recover post birth, and you elect to receive paid parental leave, you will receive six weeks of paid parental leave effective the day your baby is born, and your disability benefit will pay you the minimum of \$100 for each week for a total of \$600. If your doctor authorizes you to be off for eight weeks, you will receive six weeks of paid parental leave, and assuming that you do not have PTO or Sick time, your STD benefit will pay two weeks at 60% of your salary. Alternatively, you may decline to use paid parental leave or request it after your recovery/STD benefit period, as long as you are still eligible to use it.
5. **I'm a police officer or firefighter and get paid when I need to be off due to illness. Won't my paid sick time cover my leave?** It depends. Employees who are pregnant and give birth may use their sick leave to cover absences related to pregnancy, giving birth, and recovery from birth. The length of leave for recovery is based on what the doctor authorizes. After that length of recovery, the employee may not use paid sick leave to cover their absences related to baby bonding or caring for the child, but if eligible, they may use up to six weeks paid parental leave, depending on the amount of FML remaining. Employees who do not give birth may not use sick leave to cover time off to bond with or care for their newborn.
6. **If I have exhausted my FML entitlement of 12 weeks within a 12-month period, am I still eligible for the six weeks of paid parental leave?** No. Paid parental leave effectively pays an employee for six weeks of their FML coverage due to the birth of their child or placement of a child with the employee for foster care or adoption. If the employee is not eligible for FML or has exhausted their FML, they are not eligible for

paid parental leave. If an employee becomes eligible for FML before 12 months from their qualifying event, then they may be eligible for paid parental leave.

7. **I have only been with the City for seven months, and my spouse just had a baby. I won't be eligible for Family and Medical Leave until five more months of work. Do I qualify for paid parental leave?** Not yet. In this situation an employee would be eligible for paid parental leave at the point that they are eligible for Family and Medical Leave (FML). They will no longer be able to use paid parental leave after one year from the qualifying event or after exhausting their FML entitlement, whichever comes first.
8. **Do I have to take paid parental leave if I qualify for it or could I save it for another child in the future if I choose?** You do not have to take paid parental leave just because you are taking Family and Medical Leave for a qualifying event.
9. **Will I be taxed on the paid parental leave?** Yes, you will be taxed on paid parental leave just like you are taxed on other benefit time that you may use.
10. **Will I accrue PTO while I am receiving paid parental leave?** PTO accrues when an employee is in a paid status. If you take paid parental leave continuously, then yes, you will accrue PTO. If you have unpaid time during a pay period, your PTO earnings may be affected.