Document Type	Regulation
Number(s)	A03.15l; HR-R-0140-08
Category	Human Resources
Policy Family	Time-Leave-Programs
Legal References	Family and Medical Leave Act; 29 U.S.C. § 2601 et seq.
Effective Date	05/16/2016
Last Revised Date	04/27/2026
Owner	HR – Total Rewards

Parental Leave Regulation

Purpose

This regulation establishes the City's parental leave benefit and the basic rules for requesting, using, and administering that leave so employees and supervisors have a consistent framework following the birth or adoption of a child.

Statement

The City provides paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee through adoption. Parental leave is intended to support bonding, continuity of pay and benefits, and consistent administration of leave across the organization.

Scope

This regulation applies to non-bargaining unit regular full-time and part-time employees. This regulation does not apply to employees who are covered by a labor agreement or who do not meet the eligibility requirements described below.

Definitions

- **Parental leave:** A maximum of 10 work weeks of paid leave available to an eligible employee following the birth of the employee's child or the placement of a child, up to 18 years of age, with the employee through adoption.
- **Rolling 12-month period:** A continuously measured 12-month look-back period from the current date used to determine how much parental leave an employee has used.
- **Predefined reduced work schedule:** A predefined schedule that temporarily reduces an employee's regular work hours while parental leave is being used.

Schedules are set and approved in advance and not intended for intermittent or sporadic application.

- **FMLA/FML:** Leave provided under the federal Family and Medical Leave Act; when applicable, paid parental leave runs concurrently with FMLA leave but FML eligibility does not dictate parental leave eligibility.

Responsibilities

- **Human Resources:**
  - Maintains this regulation.
  - Receive notice of leave requests.
  - Provides guidance on eligibility and leave administration.
  - Supports supervisors and employees during the leave request process.
- **Employees:**
  - Provide timely notice to Human Resource and Supervisor.
  - Complete required forms.
  - Coordinate a leave schedule when needed.
  - Submit information necessary to administer parental leave.
- **Supervisors:**
  - Receive copy of notice of leave requests.
  - Coordinate operational coverage.
  - Work with Human Resources to administer leave consistently.
- **Payroll/Benefits staff:**
  - Administer pay and benefit continuation associated with approved parental leave in accordance with City policies, regulations, and applicable law.

Eligibility and Amount of Leave

- New employees become eligible for parental leave benefits on the first day of the month following 60 days of regular employment.

- Eligible employees may take up to a maximum of 10 work weeks of parental leave during the 12-month period following the birth of their own child or the placement of a child, up to 18 years of age, with them for adoption.
- An employee may not use more than 10 work weeks of parental leave during a rolling 12-month period.
- Multiple births or adoptions within the same 12-month period do not increase the amount or duration of paid parental leave.
- If both parents work for the City, each employee is independently eligible for up to 10 work weeks of parental leave.
- Parental leave may be taken in one block or on a predefined reduced work schedule approved in advance by the supervisor, provided it is used within 12 months after birth or adoption.

Requesting Leave

- Employees must apply for parental leave at least 30 days before the child's anticipated due date or adoption arrival date unless unforeseeable circumstances prevent advance notice.
- When 30 days' notice is not possible because of changed circumstances or a medical emergency, the employee must notify human resources and the supervisor as soon as practicable.
- Employees must complete the required parental leave request form (see form HR-R-0140-09) and provide appropriate documentation which demonstrates the employee’s use of paid parental leave is warranted. Examples of appropriate documentation include:
    - Childbirth
        - Birth certificate
        - Document naming employee as second parent, such as declaration of paternity or court order of filiation
        - Appropriate court documents
        - Consular report of birth abroad
    - Adoption

- Documentation provided by the adoption agency confirming the placement and date of placement
- Letter signed by the parent's/parents' attorney confirming the placement and date of placement
- Immigrant visa for the child issued by U.S. Citizenship and Immigration Services
- Adoptive placement agreement
- Independent adoption placement agreement

Pay and Benefits During Leave

- Parental leave is paid leave.
- When an employee is eligible for leave under the federal Family and Medical Leave Act, an employee shall take FMLA leave, and paid parental leave runs concurrently with FMLA leave.
- City-recognized holidays that occur during parental leave are paid as holiday leave and are not counted as paid parental leave.
- Employee leave accruals continue during paid parental leave.
- The City maintains group health plan benefits for employees on paid parental leave.

Return from Leave

Employees returning from parental leave shall be reinstated to their former position or if a business need requires, to an equivalent position in terms of pay, benefits, and other employment terms and conditions, consistent with applicable law and City practice.

Related Information

- Parental Leave Request form
- Family and Medical Leave Regulation

Approval and Revision History

Dates	Changes
05-15-16	Original release
10-01-23	

01-05-24	
04-27-26	Updated format; added leave usage for a predefined reduced work schedule, documentation requirements, and job protection language; clarified applicability to only non-bargaining unit employees, rolling 12-month period and leave eligibility if both parents are city employees.
08/27/2026	Updated formatting, header and regulation number