



# PAID PARENTAL LEAVE POLICY

*Original/Revision Date: 01/18/2022*

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## **Purpose**

The intent of this policy is to provide paid parental leave for the purpose of caring for a newborn or newly adopted child.

## **Eligibility**

In order to be eligible for parental leave, a benefit eligible employee must:

1. Be a full-time non-union employee with the City of North Miami Beach or be covered by a collective bargaining agreement whose agreement explicitly provides for this benefit; and
2. Have worked for the City for at least 12 months and have worked at least 1,250 hours in the 12 months immediately prior to the start of leave.

## **Authorized Use**

Paid parental leave shall be up to six weeks long and may be taken during the first year after the birth or adoption of the child or children. Such leave shall be taken as a continuous block of leave unless the City agrees to allow intermittent leave. If intermittent leave is approved, parental leave time may be taken by day or week during the first year after the birth or adoption of a child. The leave period is fixed regardless of the number of children born or adopted by the employee.

During the leave period;

1. The employee shall be paid 100 percent of his or her base wages for the first two weeks. 75 percent of his or her base wages for the following two weeks, and 50 percent of base wages for the remaining two weeks.
2. Employees shall be eligible to use any accrued leave in order to receive compensation up to 100 percent of base pay during the weeks reimbursed at the rates of 75 percent and 50 percent.
3. This leave shall occur concurrently with, count against, and not be added to periods of unpaid or job protected leave for which the employee may also be eligible, including the federally mandated 12 weeks of Family Medical Leave Act (FMLA) leave.
4. If both parents' work for the City, each is entitled to a six-week leave period, and they may take their parental leave period concurrently, subsequently, or in any other combination they wish.

## **Notice Requirements**

Employees seeking paid parental leave:

1. Must provide their respective department director, through the Department of Human Resources & Risk Management, at least thirty (30) days advanced notice before the leave is to begin if the need for the leave is foreseeable based on an expected birth or placement for adoption.
2. If thirty (30) days' notice is not practicable, notice must be given as soon as practicable.
3. When medical emergencies are involved, notice may be given in person or by telephone, and may be given by the employee's spouse or other family member if the employee is unable to do so due to a serious health condition. Written notice cannot be required in case of a medical emergency.

4. Employees seeking paid parental leave should complete the Request for FMLA form and Certification of Healthcare provider form and submit it to the Human Resources & Risk Management Department. Forms should be completed in its entirety and state the reason for the request, and the beginning and end dates of the requested leave

**Designation Notice**

Once it has been determined that paid parental leave will be granted, the Human Resources & Risk Management Department will notify the employee in writing within ten (10) days absent extenuating circumstances, as to whether or not the leave will be designated as paid parental leave, and provide the employee with notice detailing the specific expectations of the employer and explaining any consequences of a failure to meet those obligations.

**Benefits Period**

Employees meeting all conditions required by paid parental leave, including notice certification requirements, shall be entitled to six (6) weeks of paid leave at:

1. 100 percent of base wages for the first two (2) weeks,
2. 75 percent of base wages for the following two (2) weeks,
3. 50 percent of base wages for the remaining two (2) weeks.

**Benefits Amount**

The number of paid parental leave period employees may take is unlimited over the duration of their employment with the City, but employees are only eligible for one six (6) week paid leave per birth or adoption.

If both parents work for the City, each is entitled to a six (6) week leave period, and they may take their parental leave period concurrently, subsequently, or in any other combination they wish.

**Related Forms**

The following forms are required:

1. Employee Request for Paid Parental Leave – Employees complete this form to request Paid Parental Leave.
2. Certification by Healthcare Provider for Employees Health Condition – The employee’s healthcare provider must complete this form to certify the employee’s health condition. It is the employee’s responsibility to return this completed form to the Human Resources & Risk Management Department within the required timeframe.
3. Applicable Documentation for Newly Adopted Child
4. Designation Notice – This form advises the employee whether the leave was approved under the Paid Parental Leave and/or if the employee needs to submit any additional documentation before the leave can be approved.

<b>Approved by:</b>	
_____	_____
<b>City Manager, Arthur H. Sorey, III</b>	<b>Date</b>