

PARENTAL LEAVE FOR LEGISLATIVE EMPLOYEES

1. It shall be the policy of each legislative agency to provide the equivalent of sixty (60) workdays or 480 hours of parental leave per birth or adoption event per twelve-month period that begins on the date of the birth, or thirty (30) workdays or 240 hours for non-respite foster care placement of a child per twelve-month period that begins on the date of the child placement. If the birth, adoption or non-respite foster care placement involves multiple-child births, adoptions or placements, the twelve-month period begins with the birth, adoption or placement of the first child. Additionally, an employee is eligible for sixty (60) workdays or 480 hours of parental leave for a stepchild if the stepchild is a minor child, the employee is the stepchild's stepparent and the stepchild lives in the employee's household at least fifty percent of the time in a calendar year or if the employee is a grandparent who is raising a grandchild that is a minor child. The purpose of this policy will be to promote activities related to the bonding, care, and well-being of newborn(s) and newly adopted or newly placed foster child(ren). Paid parental leave shall be paid based upon the eligible employee's base salary (excluding temporary increases of pay, such as temporary promotion increases, temporary recruitment differentials, temporary retention differentials, or temporary salary increases) determined by the employee's regularly scheduled work hours.

2. An eligible employee, as used in the agency's policy, means an employee who has worked for the legislative agency as a regular full-time employee for 12 consecutive months prior to the start of paid parental leave. Paid parental leave may not be donated and any such leave not utilized within the twelve-month period explained below shall be forfeited. Domestic partners are eligible for paid parental leave when children join their household via birth, adoption or non-respite foster care placement of a child. If both parents, including a domestic partner of a parent, are eligible employees, each parent or partner is eligible to receive paid parental leave under this policy.

3. Eligible employees may take paid parental leave only during the first twelve (12) months following the birth or adoption of a child. Eligible Employees may utilize up to sixty (60) workdays or

480 hours of parental leave per birth or adoption event per twelve-month period that begins on the date of the birth or adoption, or thirty (30) workdays or 240 hours for non-respite foster care placement of a child per twelve-month period that begins on the date of the child placement. Employees utilizing paid parental leave shall continue to accrue vacation and sick leave in accordance with agency policy during the period of parental leave. If an official holiday occurs during the eligible employee's paid parental leave, the eligible employee will receive holiday pay in lieu of paid parental leave, provided the eligible employee is in pay status the day before and the day after the official holiday.

4. Paid parental leave shall run concurrently with leave under the federal Family Medical Leave Act (FMLA) as applicable.

5. Eligible employees cannot receive short-term disability benefits and paid parental leave benefits at the same time.

6. Eligible employees shall notify their employer at least thirty (30) days in advance of their intention to use paid parental leave so that the employer may secure backfill coverage as necessary. When thirty (30) days' notice is not possible, the employee must provide this notice as soon as practicable.

7. Eligible employees may make arrangements with their supervisor for a flexible schedule within the twelve-month period following the birth, adoption or a non-respite foster care placement of a child.

8. This policy shall be reviewed by the legislative agency at least every two years following the effective date.