

## PARENTAL LEAVE FOR LEGISLATIVE EMPLOYEES OF [AGENCY] – DRAFT

1. It shall be the policy of the Agency to provide the equivalent of sixty (60) workdays or 480 hours of parental leave per birth or adoption event, or thirty (30) workdays or 240 hours for non-respite foster care placement of a 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 this Policy, means a full-time employee who has worked for the Agency for 12 consecutive months prior to the start of paid parental leave, excluding temporary employees. Paid parental leave may not be donated and any such leave not utilized within the one-year 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 must take paid parental leave 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, or thirty (30) workdays or 240 hours for non-respite foster care placement of a child. 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 Agency at least every two years following the effective date.