

## **REGULATION 22.12 - MATERNITY LEAVE - PARENTAL LEAVE.**

**22.124 - PAID PARENTAL LEAVE.** Non-represented employees and employees represented by District Council 33, District Council 47 and uniformed Police personnel represented by FOP with at least six-months of paid service shall be granted up to four (4) weeks of paid parental leave after the birth of a child or children, or upon taking custody of an adoptive child or a foster child under the age of 18.

Parental leave shall be used in continuous days during the 12-month period immediately following the birth or the arrival of the adoptive or foster child. Parental leave may be used on an intermittent basis only if approved by the employee's supervisor. Parental leave may not be used in increments of less than a day under any circumstance.

An employee may receive only one period of parental leave for the care of any given child. An employee may not use more than four weeks of paid parental leave in any twelve month period.

Any parental leave taken under this section shall be concurrent with, and not in addition to, leave allowable per FMLA.

Use of paid parental leave shall not require use of any accrued leave; and paid parental leave may be used in addition to any accrued leave.

Any paid parental leave not used by the employee before the end of the 12-month period to which it relates shall be forfeited and may not be accumulated for any subsequent use.

**22.1241 - Non-Represented Employees Return To Work On A Part-Time Basis Following Parental Leave.** Non-represented employees may return to work on a part-time basis following parental leave under the following conditions.

- The employee must request and secure the approval of the appointing authority before returning to work.
- Approval of a request to return to work on a part-time basis is at the discretion of the appointing authority and must be consistent with the operating and business needs of the City.
- Employees must request and commence part-time work no later than one year after the birth or placement of the child and no later than the expiration of their six month maternity/parental leave as authorized by Regulation 22.12.
- Employees will be permitted to work on a part-time basis for a period not to exceed three months.