

Organizational Policy

PARENTAL LEAVE

Purpose

As a family-friendly employer, the City of Rochester supports employees who add a child/ren to their family by providing a paid leave time benefit.

This benefit offers paid parental leave to eligible employees due to the following qualified events:

- Birth of an employee's child/ren;
- Placement within an employee's home of an adopted child/ren; or
- Placement of a child/ren in the employee's home in cases of surrogacy when the employee is the intended parent

The intent of this leave time is to allow City employees bonding time with their new child/ren and provide them with additional flexibility to adjust and balance work/home obligations.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Eligibility

All benefit-eligible employees who have been employed for at least 12 months prior to the date the leave is to commence and have worked a minimum of 1,250 hours during the same 12-month period are eligible for paid parental leave.

Notification

Employees requesting paid parental leave must provide written notice of the need for leave to the Human Resources Department and their supervisor at least 30 days prior to the date the leave is anticipated to commence.

Request for Parental Leave is made by completing a [Request for Leave of Absence](#) form. Documentation to verify eligibility may be requested, if not already provided as part of another leave process.

If an employee fails to give 30 days of notice, the leave may be denied.

Benefit Provisions

Eligible employees may utilize paid parental leave for regularly scheduled work hours up to 120 hours, prorated based on full-time equivalency. The paid parental leave benefit is 100 percent of the employee's regular base wage and does not include overtime, shifts the employee voluntarily agreed to work outside of their regularly scheduled hours, and/or other additional pay. Paid parental leave must be taken over consecutive scheduled work days and within 12 months of the date of the birth or placement for adoption.

If paid parental leave is not used, it will be forfeited. Multiple births or adoptions (i.e., twins, triplets), medical conditions, and/or other circumstances will not increase the length of paid leave granted. Paid parental leave may not be used retroactively.

Employees may use the paid parental leave benefit no more than three times during their employment with the City.

Vacation and sick leave will continue to accrue during paid parental leave. The employee will be required to continue payment of the employee's portion of group insurance coverage while on leave, which will continue to be deducted automatically from their payroll check.

Concurrent Leave Entitlements

Paid parental leave runs concurrently with Family Medical Leave and all other parenting leave to which employees are entitled under federal or state law. Employees who qualify for Family Medical Leave will be covered under those provisions, as they meet or exceed all provisions outlined below.

Public employees as defined under Minnesota Statute and working 14 or more hours per week are eligible to take up to 12 weeks of **unpaid** Pregnancy and Parenting leave for prenatal care, incapacity due to pregnancy or childbirth, and the birth or adoption of a child to commence within 12 months of the birth or adoption.

All accrued vacation, sick and/or compensatory time must be utilized prior to taking unpaid leave unless an employee chooses to retain a combined accrual balance up to their normal workweek.

Employees will maintain eligibility for insurance coverage throughout their leave, but will be required to pay the entire cost of coverage beginning the first day of the month following their change to unpaid status. Time off benefits and seniority will not accrue while in unpaid status.

Policy revisions approved by City Administrator:



Alison Zelms

08/10/2022

Date

Policy History
Creation: 8/10/2022

Associated Form(s)
Request for Leave of Absence
The forms associated with this policy can be found on RW - Human Resources – Forms

Legal/Statutory Authority
Minnesota Statute 181.941