

304.00 Paid Parental Leave

Statement of Policy

It is the policy of the City of Missoula to provide Paid Parental Leave (PPL) to eligible employees due to the birth of an employee's child or the placement within an employee's home of an adopted child. This policy will run concurrently with FMLA when the employee is eligible. This policy is for childbirth or adoptions occurring on or after ENTER EFFECTIVE DATE HERE TBD.

Reason for Policy

The City of Missoula recognizes the importance of bonding with and caring for newborn(s) and/or adopted children. This policy aims to provide eligible City employees with PPL, encouraging employees to bond and care for a new child, while supporting the financial well-being of families during that time. PPL policy gives parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their work obligations. Flexibility and family-friendly policies are essential as the workforce continues to change. Such policies are critical for the City of Missoula to attract and retain the best staff, achieve Justice, Equity, Diversity, and Inclusion goals, and continue to meet the organization's Vision.

Eligibility

Eligible employees are Regular and Seasonal Full-Time, Part-Time and Intermittent status employees (Short Term Workers, Interns, and Temporary Employees are not eligible), employed for at least six (6) consecutive months and who have worked a minimum of 520 hours in the previous six (6) months.

Benefit

An eligible employee is entitled to a maximum of six (6) continuous work weeks (maximum of 240 hours) of PPL in a twelve (12) month period. PPL is in addition to, and not a replacement for, any other leave for which an employee is eligible. An employee may not use both PPL and their own leave accrual for the same period of leave. A work week shall be defined as an established seven (7) day period beginning on the first date of leave. No employee may be absent on PPL for more than six (6) weeks (maximum of 240 hours) in a twelve (12) month period, regardless of work schedule.

1. PPL may be taken upon the live birth or adoption of children under the age of 18.
2. PPL will be paid at 100% of the employee's regular pay rate for hours missed during the leave period based on their regular schedule, not to include any overtime hours. Part Time and Intermittently Scheduled employees will receive a weekly benefit based on average hours paid per week in the prior 6-month period, not to include any overtime hours.
3. PPL may only be taken continuously. Intermittent use of PPL will not be approved.
4. PPL must be taken within six (6) months following the birth or adoption of the child(ren).
5. Multiple births or adoption (for example, twins) does not increase the length of PPL granted.
6. Any PPL not used within six (6) months will expire and may not be banked for future use. Unused PPL does not carry any cash value and will not be paid out.
7. PPL may not be donated to the City's Donated Leave Bank.
8. Vacation and sick leave benefits will continue to accrue during the period of PPL.

9. The City will continue to pay its share of the health insurance costs during the PPL. Premium payments for dependents will continue to occur through payroll deduction.
10. For staff who qualify for FML, PPL shall count toward the total twelve (12) week leave benefit. However, if both parents, including established domestic partners, are employed by the city, they may both qualify for PPL.

Note: Per the City FML policy, when both parents work for the City, they are approved for a total of twelve (12) weeks to share between them. PPL offers up to six (6) weeks of paid leave per parent but does not grant exceptions to the rule of sharing FML leave between such parents.

11. If a holiday occurs during PPL, the employee shall be paid for the legal holiday, which will count toward the six (6) weeks and maximum hours of leave and does not extend the paid leave period.
12. If PPL is taken during the employee's probationary period, the leave will not be considered time worked, and the employee's probationary period may be extended by the length of PPL taken.
13. A fraudulent request for Paid Parental leave is grounds for discipline, up to and including discharge.

Procedure

1. Employees wishing to use PPL must submit the PPL Request form to the Benefits Specialist, signed by their supervisor at least 30 days before birth/adoption if practicable.
2. The Human Resources Department will coordinate the use of PPL with other approved leave requests, including FML and provide the necessary notifications for approval/denial
3. Employees approved for PPL will ensure such time away is designated on their timesheet as PPL
4. Payroll coordinators will ensure employees out on PPL have indicated such time on their timesheets prior to approving and sending them to Payroll for processing.
5. HR will track all PPL leave.