



CITY OF BEEVILLE

APPENDIX E: *(Cross-reference Policy No. 6.12)* **MATERNITY/ PARENTAL LEAVE POLICY**

Purpose:

The City of Beeville will provide up to 12 weeks of paid maternity/parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid maternity/parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable and if the employee qualifies.

Eligibility:

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Maternity/Parental Leave:

The employee(s) will be required to exhaust all but 40 hours of sick leave before receiving the parental paid leave benefit under this policy.

- Eligible employees will receive a maximum of 12 weeks of paid maternity/parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid maternity/parental leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid maternity/parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.



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- Each week of paid maternity/ parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid maternity/ parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid maternity/ parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid maternity/ parental leave may not be used or extended beyond this 12-month time frame.
- Employees must take paid maternity/ parental leave in one continuous period of leave and must use all paid maternity/ parental leave during the 12-month time frame indicated above. Any unused paid maternity/ parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid maternity/parental leave for which he or she was eligible. Employees that work for the same employer are eligible for 12 weeks max and can divide the time as they wish as long as it does not exceed 12 weeks.

Coordination with Other Policies:

- Paid maternity/ parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid maternity/ parental leave (and any short-term disability leave for employees giving birth) is exhausted, if the employee remains out due to unforeseen medical issues (mother and/or child) will be compensated through employees accrued sick, vacation and comp time. Upon exhaustion of accrued sick, vacation and comp time, any remaining leave will be unpaid leave. Depending on the medical issues, this may fall under disability. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The City of Beeville will maintain all benefits for employees during the paid maternity/ parental leave period just as if they were taking any other city paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid maternity/ parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid maternity/ parental leave entitlement.
- If the employee is on paid maternity/ parental leave when the city offers administrative leave (closing City Hall due to inclement weather), that time will be recorded as paid maternity/ parental leave. Administrative leave will not extend the paid maternity/ parental leave entitlement.
- An employee who takes paid maternity/ parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid maternity/ parental leave as if the employee was on FMLA-qualifying leave.



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Requests for Paid Maternity/ Parental Leave:

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.