

# Henderson County Public Library District

## PAID PARENTAL LEAVE POLICY

### **Purpose**

The Library will provide up to six (6) weeks of paid parental leave to full-time and part-time employees following the birth of an employee's child or in connection with adoption of a child. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child.

### **Eligibility**

Eligible employees must meet the following criteria:

- Have been employed with the Library for at least 12 consecutive months.
- Have worked at least 1,000 hours during the 12 months prior to the leave.

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 (age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth or adoption of a child/children. The fact that a multiple birth or adoption occurs (e.g., the birth of twins, c-section, or adoption of siblings) can increase the six-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than eight (8) weeks of paid parental leave in a rolling 12-month period (unless recommended by a doctor), regardless of whether more than one birth or adoption occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a bi-monthly basis on regularly scheduled pay dates.
- Parental leave may begin no earlier than the birth or placement of the child or children and must begin and end within 12 months immediately following the birth or placement. Paid parental leave is to be taken continuously unless a non-continuous schedule is agreed upon by the Director, the Board, and the employee.
- Upon termination of the individual's employment, the individual will not be paid for any unused paid parental leave for which he or she was eligible.

## **Coordination with Other Policies**

- After paid parental leave is exhausted, the balance of leave (if applicable) will be compensated through the employee's applicable accrued benefit time. Upon exhaustion of applicable accrued benefit time, any remaining leave will be unpaid leave.
- The Library will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Library paid leave such as paid vacation leave or paid sick leave. Accordingly, the employee will be expected to continue to pay their portion of the benefits (i.e., medical, dental, vision, etc. if applicable) through payroll deductions.
- If a holiday occurs while the employee is on a paid parental leave, such day will be charged to paid parental leave and such holiday will not extend the total paid parental leave entitlement.

## **Requests for Paid Parental Leave**

The employee should provide his or her supervisor with notice of the request for leave at least 60 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The request should include the reason for the leave, the date on which you wish or believe the leave will begin, the date on which you expect to return to active employment and any documentation supporting your need for leave.

- Failure to return from leave at the time agreed upon will normally result in immediate termination of employment.

