

Policy Update Matrix

Policy	Section	Title	Current Policy	Revised Policy
L-2 General Leave Policies	VI	Paid Parental Leave	N/A	N/A
			N/A	N/A
			N/A	N/A
			N/A	N/A

			N/A	N/A
L-3 Paid Time Off Leave System	V	Paid Time Off	V. Scheduled Paid Time Off (PTO) may be used for any purpose an eligible employee deems necessary. PTO shall be taken in increments of not less than one (1) hour, except as otherwise provided in the Family and Medical Leave Act (FMLA) or permitted by departmental guidelines. Accrued time can be used as soon as it is accrued, but in no event can it be taken prior to actual accrual.	V. Scheduled Paid Time Off (PTO) may be used for any purpose an eligible employee deems necessary, except as otherwise provided in Policy L-2 (General Leave) or Policy L-5 (Leave of Absence With or Without Pay) . PTO shall be taken in increments of not less than one (1) hour, except as otherwise provided in the Family and Medical Leave Act (FMLA) or permitted by departmental guidelines. Accrued time can be used as soon as it is accrued, but in no event can it be taken prior to actual accrual.
L-5 Leave of Absence With or Without Pay	IX	How Available Paid Leave is Applied to an FMLA Qualifying Absence	A. 3. For the birth, placement adoption or bonding/well newborn care after such: The first sixteen (16) hours of each qualifying absence will be charged to PTO. If an employee has more than one qualifying FMLA absence, or is using FMLA leave on an approved intermittent basis or reduced schedule basis, the maximum number of hours charged to PTO will be ninety-six (96) hours during that leave year. Should the employee have an insufficient PTO balance to cover the first sixteen (16) hours of absence(s), such absence will be leave without pay; any subsequent hours of absence after the first sixteen (16) hours shall be charged to the employee's PCLB account, then PTO, then leave without pay. The maximum hours of paid leave shall be 480 and any approved absence beyond 480 hours in the leave year shall be leave without pay.	A. 3. For the birth, placement adoption or bonding/well newborn care after such: Employees may use Paid Parental Leave, for the birth, placement, adoption or bonding/well newborn care, as defined in L-2 General Leave Policies (Section VI), at their base rate of pay, for up to twelve weeks. Leave under this section must be taken in increments of, at least, one (1) day. The first sixteen (16) hours of each qualifying absence will be charged to PTO. If an employee has more than one qualifying FMLA absence, or is using FMLA leave on an approved intermittent basis or reduced schedule basis, the maximum number of hours charged to PTO will be ninety-six (96) hours during that leave year. Should the employee have an insufficient PTO balance to cover the first sixteen (16) hours of absence(s), such absence will be leave without pay; any subsequent hours of absence after the first sixteen (16) hours shall be charged to the employee's PCLB account, then PTO, then leave without pay. The maximum hours of paid leave shall be 480 and any approved absence beyond 480 hours in the leave year shall be leave without pay.

			<p>B. Designated Leave System Except as provided below, all applicable accrued vacation and sick leave must be exhausted before going into unpaid leave status. An employee may use up to a maximum of 480 hours of the employee's accrued sick leave in the leave year, for illness of a member of the employee's immediate family (defined as spouse, certified domestic partner, dependent child(ren), mother or father) living in the same domicile in the employee's leave year, as defined in the Designated Leave System (Old Leave System) Policy.</p> <p>For employees in the sick leave/vacation leave system, employees are required to use sick leave, and in the absence of sick leave, vacation leave for absences due to their own or family member's serious health condition. In the case of absences due to a compensable accident, after wage loss payments start, employees may choose whether or not to supplement the wage loss payments with sick leave, then vacation. Employees may utilize sick leave or vacation in lieu of sick leave for adoption, placement, birth, or bonding/well newborn care after such, within six (6) weeks after adoption or birth, for up to ninety-six (96) hours of such paid leave. Upon exhaustion of sick leave prior to utilizing ninety-six (96) hours, the employee will be required to use vacation in lieu of sick for up to the remainder of that period, after which time unpaid leave, or vacation in accordance with departmental notice procedures could be taken for the remainder of the FMLA entitlement period. Alternatively, the employee may take only unpaid leave for all absences due to adoption or birth and newborn care, or take vacation leave in accordance with departmental notice procedures.</p>	<p>Designated Leave System: Except as provided below, all applicable accrued vacation and sick leave must be exhausted before going into unpaid leave status. An employee may use up to a maximum of 480 hours of the employee's accrued sick leave in the leave year, for illness of a member of the employee's immediate family (defined as spouse, certified domestic partner, dependent child(ren), mother or father) living in the same domicile in the employee's leave year, as defined in the Designated Leave System (Old Leave System) Policy.</p> <p>For employees in the sick leave/vacation leave system, employees are required to use sick leave, and in the absence of sick leave, vacation leave for absences due to their own or family member's serious health condition. In the case of absences due to a compensable accident, after wage loss payments start, employees may choose whether or not to supplement the wage loss payments with sick leave, then vacation. Employees may utilize Paid Parental Leave as provided in L-2 General Leave Policies sick leave or vacation in lieu of sick leave for adoption, placement, birth, or bonding/well newborn care after such, within six (6) weeks after adoption or birth, for up to ninety-six (96) hours of such paid leave. Upon exhaustion of sick leave prior to utilizing ninety-six (96) hours, the employee will be required to use vacation in lieu of sick for up to the remainder of that period, after which time unpaid leave, or vacation in accordance with departmental notice procedures could be taken for the remainder of the FMLA entitlement period. Alternatively, the employee may take only unpaid leave for all absences due to adoption or birth and newborn care, or take vacation leave in accordance with departmental notice procedures.</p>

New Policy	Intent	Revision Date	Policy Dependencies/Impact	Reviewed/Approved by HR & Charters
<p>A. Purpose The purpose of this section is to provide eligible employees with certain amounts of paid leave for the birth and care of the newborn child of an employee, as well as for the placement of a child for adoption or foster care with the employee.</p>	<p>Provide eligible regular employees with 12 weeks of paid leave for the birth and care of employee's newborn, adopted or foster child</p>	<p>10/30/2017</p>	<p>L-3 Paid Time Off Leave System L-5 Leave of Absence With or Without Pay</p>	
<p>B. Eligibility All non-represented regular employees who have been employed by the City for at least one (1) year and have worked for 1250 hours over the twelve (12) months previous to the leave, are eligible to receive paid parental leave.</p> <p>Collective bargaining agreements establish the paid leave available for represented employees and take precedence over this policy.</p>	<p>Defines employee eligibility criteria, aligning with FMLA regulations of working at least 1250 hours over last 12 months</p>	<p>10/30/2017</p>	<p>L-3 Paid Time Off Leave System L-5 Leave of Absence With or Without Pay</p>	
<p>C. Paid Parental Leave "Paid Parental leave" is any leave taken by an eligible employee under this provision for the birth and care of the newborn child of an employee or placement of a child for adoption or foster care with an employee within twelve (12) months following the birth or placement.</p>	<p>Specifies definition and scope of paid parental leave policy</p>	<p>10/30/2017</p>	<p>L-3 Paid Time Off Leave System L-5 Leave of Absence With or Without Pay</p>	
<p>D. Available Paid Leave Whenever an eligible employee takes paid parental leave, he/she is eligible to receive his/her regular base rate of pay for up to twelve (12) weeks.</p> <p>Paid leave under this section must be taken in increments of at least one (1) day and if applicable used concurrently with FMLA.</p>	<p>Identifies type and method of payment for eligible paid parental leave</p>	<p>10/30/2017</p>	<p>L-3 Paid Time Off Leave System L-5 Leave of Absence With or Without Pay</p>	

<p>E. Notice</p> <p>Employees must provide at least thirty (30) days advance notice of the intent to take paid parental leave when the need is foreseeable. When thirty (30) days notice is not foreseeable, the employee must provide notice as soon as practicable.</p>	<p>Specifies notice or reporting requirement of employees requesting paid parental leave</p>	<p>10/30/2017</p>	<p>L-3 Paid Time Off Leave System L-5 Leave of Absence With or Without Pay</p>	
<p>N/A</p>	<p>Clarifies use and purpose of PTO as it relates to Paid Parental Leave under the provisions of policies L-2 and L-5</p>	<p>10/30/2017</p>	<p>L-2 General Leave Policies L-5 Leave of Absence With or Without Pay</p>	
<p>N/A</p>	<p>Clarifies use and how Paid Parental Leave is applied under FMLA provisions</p>	<p>10/30/2017</p>	<p>L-2 General Leave Policies</p>	

N/A	Clarifies use and how Paid Parental Leave is applied under FMLA provisions			

Reviewed/Approved by Commission	Comments
	Will any time taken off for paid parental leave be eligible or considered as "earnings for pension purposes?"

