

		POLK COUNTY GOVERNMENT			
		Human Resources Department			
		Title/Subject:		PAID PARENTAL LEAVE FOR NON-BARGAINING EMPLOYEES	
		Applies to: Non-bargaining Polk County employees including Management/ Supervisory, Excluded, Deputy Elected and Department Head employee groups.		Effective Date:	July 1, 2022
				End Date:	Until Rescinded by Board of Supervisors
X	Policy	Approved by: Polk County Board of Supervisors		Policy #	300.021
	Procedure			Procedure #	N/A
	Other	Instruction:	Employees Must Complete Form Accompanying FMLA Packet		
		Number of Pages:	2		

I. General Statement of Policy

The purpose of this policy is to provide paid leave benefits to support and ease the burden on employees with growing families. Paid Parental Leave (PPL) is intended to provide an opportunity for permanent non-bargaining County employees to take up to a maximum of four (4) weeks of paid leave to provide care immediately following the birth or adoption of a minor child. Approved PPL pay is available following the first two (2) weeks of leave for a qualified absence.

II. Eligibility

Employees must qualify and be approved for Family Medical Leave Act (FMLA) leave in order to be eligible for PPL. Employees shall only be eligible to utilize PPL during the approved continuous FMLA leave period and PPL must be taken in one continuous period of up to four (4) weeks. Employees shall not be eligible for more than four (4) weeks of PPL in a one-year period.

III. Effective Date and Triggering Event

Eligibility for taking PPL for birth or adoption of a child shall begin on the date of the birth of an employee's child or on the day on which custody is taken by the employee for adoption placement. If travel is required, leave may begin upon the first day of travel. In the case of adoption, the employee must be the legal guardian of, and reside in the same household with, the newly adopted child to be eligible. If an employee adopts multiple children, the event shall

be considered as a single qualifying event and will not serve to increase the length of leave for the employee, so long as the children are adopted within six weeks of each other.

IV. Leave Requests

Employees who desire to use such leave for the birth or adoption of a child are required to apply in writing at least thirty (30) days in advance or within five (5) workdays of the onset of the leave in cases where the need for leave is unforeseeable.

V. Leave and Benefit Amount

Approved PPL pay will be available after two (2) weeks of leave for the qualified absence. The employee must use applicable accruals during the first two (2) weeks of leave. The four (4) weeks of PPL shall be paid at one hundred percent (100%) of the employee's regular rate of pay.

For the duration of the PPL, employees are eligible to receive all employer-paid benefits and accrue all forms of leave at their regular accrual rates.