

CITY OF PROVIDENCE PARENTAL LEAVE POLICY

PURPOSE

The purpose of this policy is to ensure that new parents who are regular, full-time employees of the City of Providence have the opportunity take up to six weeks of paid leave to accommodate the birth, adoption or foster placement of a child in their home.

APPLICABILITY

Employees eligible for paid parental leave under this policy must meet the following criteria.

- Employed as a regular, full-time employee of the City for at least one full year (12 continuous months).
- Have recently given birth or adopted a child or have received a foster child in their home.

*(**Nota Bene** – this policy does not cover employees in a temporary position or who are represented by the Laborers’ Local 1033, FOP and Firefighters Unions. Please refer to your respective collective bargaining agreements for leave provisions specific to you. In addition, certain grant funded positions may not be eligible.)*

PROCESS

Employees must apply for paid parental leave thirty days in advance of the qualifying event or as soon as is practical, using the form established for this purpose by the Human Resources Department. Regardless when the application is received, the benefit provided under this policy will be based on the employee’s paid time off as of the day of the qualifying event. The leave will be granted upon proof that the employee is the parent of a recently born, adopted or fostered child residing with the employee. The following standards will also apply.

1. The employee must discharge all but two weeks of paid time off prior to receiving leave with pay under this policy. The two weeks of paid leave can be any combination of sick, vacation or floating holidays.
2. Leave can be continuous or intermittent, but in either case, it cannot exceed twelve months following the date of birth, adoption or fostering.
3. In the event intermittent leave is requested, it must be discharged in full or half day increments.
4. If intermittent leave is approved, employee must notify his department director or supervisor, at least one full work day in advance, of the days and times needed. If circumstances do not permit a full work day notice, then notice must be given as soon as possible and prior to the start of the regular work shift.
5. If the employee is eligible for FMLA leave it must be concurrent with paid parental leave.
6. Employees receiving paid parental leave will continue to accrue paid time off benefits.
7. Employee must not have discharged any other leave (i.e. Parental or sick leave extension) during the past twelve months. (This does not include routine use of vacation, sick, floating holiday or personal days.)
8. Employee must be in good standing with an acceptable performance record, as determined by the Human Resources Director.
9. Upon expiration of paid parental leave, the employee may utilize the remaining balances of paid time off.