

## PAID PARENTAL LEAVE

## ATTACHMENT G

**The Elmhurst Public Library** will provide up to **8 weeks** of paid parental leave to eligible 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 parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

### Eligibility:

Eligible employees must meet the following criteria:

- Have been employed with **Elmhurst Public Library** for at least **12 months** consecutive months.
- Be a 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 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 **8 weeks** of paid 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 total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than **8 weeks** of paid 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.
- 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-weekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the **6 months** period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this **6 months'** time frame.

- In the event of an employee who has given birth, the **8** weeks of paid parental leave will typically commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must work with their manager to schedule the paid parental leave and must use all paid parental leave during the **6 months'** time frame indicated above. Any unused paid parental leave will be forfeited at the end of this time frame.
- Upon termination of employment, the individual will not be paid for any unused paid parental leave for which he/she/they/them was eligible.

Coordination with Other Policies:

- Paid parental leave taken under this policy will run concurrently with leave under the Family Medical Leave Act (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 will be counted toward the 12 weeks of available FMLA leave. 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 parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through the employee's accrued sick, vacation and/or personal time. Upon exhaustion of accrued sick, vacation and/or personal time, any remaining leave will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- **The Elmhurst Public Library** will maintain all benefits for employees during the paid parental leave period just as if they were taking any other **Library's** paid leave such as paid vacation leave or paid sick leave. Accordingly, the employee will be expected to continue to pay his/her/their portion of the benefits (*i.e.*, medical, dental, vision, etc.) through payroll deductions.
- If a holiday occurs while the employee is on 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/her/their supervisor and/or Human Resources 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 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.

- As is the case with all **Elmhurst Public Library's** policies, **the Library** has the exclusive right to interpret this policy.

**ELMHURST PUBLIC LIBRARY**

**PAID PARENTAL LEAVE REQUEST FORM**

Employee:\_\_\_\_\_ Date of Request:\_\_\_\_\_

Start Date:\_\_\_\_\_ Department:\_\_\_\_\_

Position:\_\_\_\_\_

Anticipated Leave Start Date:\_\_\_\_\_ End Date:\_\_\_\_\_

After 8 weeks of paid parental leave have been exhausted, I would like to request:

\_\_\_\_\_sick leave          \_\_\_\_\_ vacation leave

\_\_\_\_\_ personal time          \_\_\_\_\_unpaid time off

Please indicate the amount of additional time off you will be requesting. FMLA is up to 12 weeks and runs concurrent with paid parental leave and any additional time off that is used.

\_\_\_\_\_ Weeks

I agree to the use of Paid Parental Leave as outlined in the policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date