



**Policy:** **Paid Family & Parental Leave**  
**Adopted:** October 5, 2021  
**Effective:** October 5, 2021  
**Revised:**

<b>Purpose</b>	To provide employees time to care for the serious injury or illness of an immediate family member or bond with newborn or newly-adopted for foster children in hopes of setting children up for long term health and wellbeing or for the employee's own incapacity due to pregnancy, prenatal medical care, or childbirth.
<b>Eligibility</b>	Eligible employees are those who worked or were on paid leave for the City of Northfield at least 14 hours each week for the 12 consecutive months preceding the date of the request for leave and who experience a serious injury or illness of an immediate family member necessitating the employee's care or a birth of a child or the placement within the employee's home of a newly-adopted or foster child. Immediate family for the purposes of this leave solely includes the employee's spouse, child, sibling, or parent. Surrogate mothers and sperm or egg donors are not eligible for paid family and parental leave.
<b>Policy</b>	<p>Eligible employees are provided the following:</p> <ol style="list-style-type: none"><li>Up to twenty (20) workdays of paid leave per calendar year for the care of an immediate family member with a serious injury or illness.</li><li>Up to thirty (30) workdays of paid leave per calendar year for the employee's own incapacity due to pregnancy, prenatal medical care, or childbirth and for the birth of an employee's child or the placement with an employee's home of a newly adopted or foster child.</li></ol> <p>Full-time employees may not receive more than 240 hours of these leaves combined in a calendar year. This maximum amount of hours is pro-rated relative to a 40 hour workweek for non-full-time employees based on the length of their workweek or average workweek in the 12 months preceding the date of the request if their workweek is not regular.</p> <p>Neither of these leaves will be charged against the employee's other paid leave benefits, such as sick leave, vacation, compensatory time, or holiday.</p>
<b>Concurrent Leaves</b>	Family Medical Leave and Pregnancy and Parenting Leaves in Employee Handbook, Sections 8.30 and 8.35, run concurrently with this paid family and parental leave policy leave of absence.
<b>Notice</b>	Eligible employees intending to use paid family and parental leave must submit a request form to Communications & Human Resources reasonably in advance of the beginning of the leave if the leave is foreseeable or as soon as practicable if the leave is not foreseeable and, preferably, with Family Medical Leave (FML) and/or applicable short term disability insurance documentation. In no event will the combination of FML, pregnancy and parental leave, and paid family and parental leave exceed 12 weeks duration.
<b>Start of Leave</b>	The leave begins at the time requested by the employee and if and when approved by



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the City, but for parental leave, it must begin within 12 months of the date of birth of an employee's child or the date of placement within the employee's home of an adopted or foster child.

#### **Length of Leave**

The total length of the leave and block of leave time used is determined by the employee but may not exceed:

- A. For the care of an immediate family member with a serious injury or illness, 10 workdays and 40 hours per week or the proportional regular workweek hours for the employee if different than 40 hours per week.
- B. For the employee's own incapacity due to pregnancy, prenatal medical care, or childbirth and for the birth of an employee's child or the placement with an employee's home of a newly-adopted or foster child, 30 workdays and 40 hours per week or the proportional regular workweek hours for the employee if different than 40 hours per week.

Each block of leave time taken must be at least three consecutive days.

Serious illnesses or injuries to the same immediate family member, serious illness or injury to another immediate family member, multiple births or placement of adopted or foster children (e.g., twins, triplets), and/or other circumstances will not provide grounds to increase the length of paid leave granted. For the purpose of this benefit, holidays will be counted as a regularly scheduled workday and will be included in the work day count.

Full-time employees may not receive more than 240 hours of these leaves combined in a calendar year. This maximum amount of hours is pro-rated relative to a 40 hour workweek for non-full-time employees based on the length of their workweek or average workweek in the 12 months preceding the date of the request if their workweek is not regular.

#### **Paid Leave**

The paid family and parental leave benefit provides 100% of the employee's regular base wage (i.e., it does not include overtime, specialty pay, and/or other additional pay) for regularly scheduled work hours, according to the employee's normal work schedule, for all leave time taken.

The benefit begins on the employee's first scheduled workday on or after the first day the employee requests that leave to begin. Employer benefit contributions and leave accruals continue during paid family and parental leave, but if the employee does not return to work after the paid family and parental leave time, the employee must reimburse the City for a pro-rated amount of any contribution from the City for group health insurance premiums during such time. Paid family and parental leave will run concurrently with FMLA, pregnancy and parenting leave, Minnesota Pregnancy and Parental Leave, and or short-term disability (voluntary benefit) and does not extend the length of the leaves or programs.



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**Insurance  
Continuation**

Employees participating in health insurance at the time of the leave may continue the existing health insurance during the leave period under the same terms and subject to the same conditions that existed on the workday that they began their leave.

**Documentation**

An eligible employee must furnish appropriate documentation for the incapacity due to pregnancy, prenatal medical care, or childbirth and for the birth or placement of an adopted or foster child (e.g. birth certificate or letter from an adoption agency or from the attorney in cases of private adoptions) or serious injury or illness of an immediate family member (e.g., medical certification from a health care provider with medical facts sufficient to support the need for leave).

**Return to Work**

Employees returning from paid family and parental leave will be reinstated to their same position or an equivalent position of comparable duties, number of hours, and pay.