

OPTION 1

City of Northfield, Minnesota	Policy Number:
	Adopted:
COUNCIL ADMINISTRATIVE POLICY	Revised:
Administrative Process for Paid Family and Parental Leave	

**DISCLAIMER**

The City of Northfield expressly reserves and does not waive its right to continue, eliminate, or modify the policy at its sole discretion at any time without notice to employees or exclusive representatives.

**1. PURPOSE**

To provide employees time to care for the serious injury or illness of an immediate family member or bond with newborn or newly-adopted or foster children in hopes of setting children up for long term health and wellbeing.

**2. POLICY**

Eligible employees are provided with up to ten (10) consecutive workdays of paid leave per calendar year for the care of an immediate family member with a serious injury or illness, birth of an employee's child, or the placement with an employee's home of a newly-adopted or foster child. This leave is not charged against the employee's other paid leave benefits, such as sick leave, vacation, compensatory time, or holiday.

**3. ELIGIBLE EMPLOYEES**

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 on or after November 1, 2018 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.

**4. CONCURRENT LEAVES**

Family Medical Leave and Pregnancy and Parenting Leave in Employee Handbook, Sections 8.30 and 8.35, leaves run concurrently with this paid family and parental leave policy leave of absence.

**5. NOTICE**

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.

6.     **START OF LEAVE**

The leave begins at the time requested by the employee and if and when approved by 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.

**7. LENGTH OF LEAVE**

The length of the leave is determined by the employee but may not exceed 10 consecutive workdays, 8 hours per day, 40 hours per week, or the employee's work hours established in their conditional offer of employment and/or labor contract. Multiple births or placement of adopted or foster children (e.g., twins, triplets), serious illnesses or injuries to the same immediate family member, serious illness or injury to another immediate family member, 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 10-work day count.

**8. PAID LEAVE**

The paid family and parental leave benefits 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 up to 10 consecutive workdays. 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. Employees may receive up to 2 separate family & parental leaves per calendar year.

**9. 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.

**10. DOCUMENTATION**

An eligible employee must furnish appropriate documentation 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).

**11. 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.