



**Policy: Pregnancy and Parenting
Leave**

Effective: 10/1/07
Revised: 6/3/14

Purpose	To comply with Minnesota Statute 181.941
Policy	Eligible employees are provided with up to twelve (12) weeks of unpaid leave in conjunction with the birth or adoption of a child, or a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.
Eligible Employees	Eligible employees are those who have worked for the City of Northfield at least half-time for the twelve (12) consecutive months preceding the request for leave.
Concurrent Leaves	Family Medical Leave and Parental Leave run simultaneously.
Notice	Eligible employees must give the City at least thirty (30) days advance notice if the leave is foreseeable. If leave must be taken in less than thirty (30) days, the employee should give as much notice as is practicable.
Start of Leave	The leave begins at the time requested by the employee and may begin within twelve (12) months of the birth or adoption. In the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital.
Length of Leave	The length of the leave is determined by the employee, but may not exceed twelve (12) weeks.
Unpaid Leave	If the employee does not receive sick or vacation benefits and is not eligible for the Family Medical Leave Act, then the employee is unpaid.
Insurance Continuation	Employee participating in health insurance at the time of the leave may continue the existing health insurance during the leave period at their expense.
Adjustments to the Pay Plan	Employee returning from a leave of absence is entitled to return to employment at the same rate of pay the employee had been receiving when the leave began, plus any adjustments by City Council in the pay plan that occurred during the leave period.
Return to Work	Employees returning from Parenting Leave will be reinstated to their same position or an equivalent position of comparable duties, number of hours and pay.
Layoff	If the City of Northfield experiences a bona fide layoff and the employee would have lost a position had he or she not been on leave, the employee is not entitled to reinstatement in the former or comparable position. In such circumstances, the employee retains all rights under the lay-off and recall system, including a system under a collective bargaining agreement, as if the employee had not taken the leave.