



LINCOLN

Paid Parental Leave FAQs

FAQ:

Q1. What is The Paid Parental Leave Policy?

A1. The Paid Parental Leave Policy allows eligible employees to take up to 6 weeks or 240 (hours) of paid leave for the birth, adoption, or fostering of a child/children.

Q2. Who is eligible for Paid Parental Leave?

A2. Probationary and regular employees who are unrepresented or belong to a collective bargaining agreement containing this benefit and are regularly scheduled to work at least 20 hours per week are eligible for paid parental leave. Temporary, seasonal, on-call employees, and interns are not eligible for this benefit.

Q3. What are the provisions of Paid Parental Leave?

A3. The Paid Parental Leave Policy allows employees up to 6 weeks or 240 hours, or a prorated number of hours for part-time or alternate scheduled employees, of paid parental leave in a rolling 12-month period regardless of the number of births, or placements for adoption or foster care. This policy runs concurrently with Family and Medical Leave (FMLA) and Protected Family Leave where applicable.

Q4. What is the eligibility criteria for Paid Parental Leave?

A4. Eligible employees must meet the following criteria:

- i. Have given birth to a child/children;
- ii. Be a spouse to a person who has given birth to a child/children or be the biological parent to a child/children that has/have been born;
- iii. Be in the process of adopting a child/children who is/are 18 years old or younger, with the exception of adoption of a new spouse's child/children;
- iv. Be in the process of a foster care placement of a child/children who is/are 18 years old or younger.

Q5. When will the Paid Parental Leave Policy go into effect?

A5. The Paid Parental policy goes into effect as of April 27, 2023, for all unrepresented employees or the date of adoption or agreement for those belonging to a collective

bargaining agreement containing this benefit. Employees may request Paid Parental Leave for qualifying events which begin on or after the applicable date.

Q6. What are the procedures for taking Paid Parental Leave?

A6. Approved Paid Parental Leave may be taken at any time during the 12-month period immediately following the birth or start of the adoption/foster placement process of a child/children with the employee. Multiple births or placements do not alter the amount of Paid Parental Leave available for each qualifying event. An employee is limited to 6 weeks or 240 hours of Paid Parental Leave in a rolling 12-month period. Paid Parental Leave is compensated at the employee's regular hourly rate. Paid Parental Leave is not paid out upon separation of employment. Paid Parental Leave must be exhausted before an employee may utilize sick leave, vacation leave, or Personal Convenience Holidays for the birth, adoption, or foster placement of a child/children with the employee.

Q7. How does an employee request Paid Parental Leave?

A7. Employees will provide their supervisor AND Human Resources with a 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 employee must complete the Paid Parental Leave and FMLA forms unless they are not FMLA eligible, and provide all documentation as required by the HR department to substantiate the request. HR will provide the employee and their supervisor with the official notice of designation. Form is available on the City Intranet and the Public Human Resources site.

Q8. Am I required to take Paid Parental Leave at the same time as FMLA?

A8. Yes, Paid Parental Leave runs concurrently with FMLA. Paid Parental Leave must be exhausted before an employee may utilize sick leave, vacation leave, or Personal Convenience Holidays for the birth, adoption, or placement of a child/children with the employee.

Q9. Who may I contact if I have more questions?

A9. You may contact Human Resources at 402-441-7597 or hr@lincoln.ne.gov