

# Human Resources Policy Bulletin

## City of Lincoln

Number: 2023-6

Date: May, 2023

Reference:	Title:
LMC 2.76.403 – Paid Parental Leave  Supersedes Personnel Policy Bulletin 2023-4	Paid Parental Leave Policy

### I. PURPOSE

The City of Lincoln recognizes the benefit of supporting new parents following the birth, adoption, or fostering of a child/children with time off to care for, bond with, or arrange for the welfare of the child/children or to handle other associated family matters.

### II. PROVISIONS

The Paid Parental Leave Policy allows employees up to 6 weeks or 240 (hours) of paid leave for the birth, adoption, or fostering of a child/children. Part-time or alternate scheduled employees will receive prorated leave hours based on their regularly scheduled work week.

This policy runs concurrently with Family and Medical Leave (FMLA) and City Protected Leave.

### III. ELIGIBILITY

Full-time and part-time probationary and regular employees who are regularly scheduled to work at least 20 hours per week and are unrepresented or employees covered by a collective bargaining agreement containing this benefit, are eligible for paid parental leave.

- A. Temporary, seasonal, or on-call employees and interns are not eligible for this benefit.

Eligible employees must meet the following criteria:

- A. Have given birth to a child/children.
- B. Be a spouse or committed partner of a person who has given birth to a child/children.
- C. In the process of adopting a child/children or starting the foster care placement of a child/children (in either case, the child must be age 18 or younger).
- D. Adoption of a new spouse or committed partner's child/children is excluded from this policy.

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#### IV PROCEDURES

- A. 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.
- B. Multiple births or placements do not alter the amount of paid parental leave available for each qualifying event.
- C. An employee is limited to 6 weeks or 240 hours of paid parental leave in a rolling 12-month period.
- D. Paid parental leave is compensated at the employee's regular hourly rate.
- E. Upon separation of the individual's employment at the city, they will not be paid for any unused paid parental leave for which they were eligible.
- F. 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.
- G. If a City holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay and will not count against paid parental leave entitlement.
- H. An employee who takes paid parental leave and who does not qualify for FMLA or City Protected leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on the qualifying job-protected leave.

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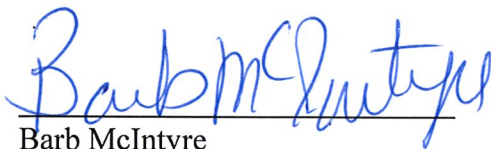
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### V REQUESTS FOR PARENTAL LEAVE

- A. The employee will provide their supervisor and the human resource department 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 either FMLA paperwork or, if not FMLA eligible, the Paid Parental Leave Form and provide all documentation as required by the HR department to substantiate the request.
- B. Leave to care for or bond with a newborn child or for a newly placed adopted or foster child may be taken intermittently with the Department Head's approval and must conclude within 12 months after the birth or placement.
- C. As is the case with all City of Lincoln policies, the City has the exclusive right to interpret this policy.



Barb McIntyre  
Human Resources Director

5/10/2023  
Date



Leirion Gaylor Baird  
Mayor

May 15, 2023  
Date