



PAID PARENTAL LEAVE POLICY			
ISSUE DATE:	Draft	REVISION DATE:	

I. PURPOSE

The purpose of this policy is to provide employees who are new parents with additional flexibility, time to bond with their child, allow adjustment to their new family situation, and balance their personal obligations. This policy grants time away from work with pay for the birth of the employee’s child or the placement of a child with the employee for adoption or as a precondition to adoption under Section 48.90(2) of the Wisconsin Statutes, but not both.

II. POLICY

All eligible employees of the City of Lodi will receive 480 hours of paid leave to enable an employee to care for and bond with their newborn or a newly adopted child. Employees working less than 1.0 FTE will receive a prorated amount according to their FTE status. For example, 0.5 FTEs will receive 240 hours.

a. Paid Parental Leave

i. Definitions

1. Child(ren) – Paid parental leave will apply to all children under the age of 18.
2. Parent – The person identified on a child(ren)’s birth certificate, adoption certificate, certified copy of a foreign adoption order that has been registered with the State of Wisconsin, or other legal document certifying an adoption.
3. Qualifying Event – The birth or adoption of a child on or after September 1, 2022.

ii. Eligibility

All regular fulltime employees of the City who have been employed as fulltime employees for at least twelve (12) consecutive months are entitled to the leave provided for in this section for each birth or adoption instance once per calendar year. Multiple children in one (1) birth or adoption count as one (1) birth or adoption instance. Employees are limited to one qualifying event per payroll year. The eligible employee will be entitled to only one instance of paid parental leave in the case of multiple qualifying events in the same payroll year. Employees are only able to use this time after the qualifying event.

Both parents are entitled to their respective leaves when both parents are employed by the City.

Exclusions to paid parental leave include:

1. Sperm/egg donors do not incur a qualifying event under this policy
2. Serving as a surrogate does not incur a qualifying event under this policy.
3. Limited term employees and seasonal employees are excluded from this policy.

iii. Benefits During Leave

Employees on paid parental leave will continue to receive fringe benefits (dental insurance, health insurance, disability insurance, benefit time accrual) on the same basis as if working. Employees on paid parental leave will also continue to receive compensation for holidays on the same basis as if working. If a city holiday occurs while the individual is on an approved Paid Parental Leave, the employee will receive holiday pay. (Official city holidays do not count against an approved Paid Parental Leave). Any unused Paid Parental Leave 12 months after the qualifying event will be forfeited.

Paid Parental Leave runs concurrently with FMLA as allowed by law.

III. PROCEDURE

a. Leave Requests

1. Employees must submit a written request for Paid Parental Leave to their immediate supervisor and the City Administrator at least 30 days in advance, providing the estimated start and end date for the leave.
2. Employees must provide notification that the qualifying event occurred in a timely manner. No later than three days after the qualifying event, employees will provide notice to their immediate supervisor and the City Administrator. Notice may take the form of a phone call, text, or email.
3. The City will provide written approval or denial notice to employees, which will contain any additional information and instructions, or requirements on the part of the employee.

b. Return from Paid Parental

1. Employees shall notify their immediate supervisor and the City Administrator as soon as a return date is known.
2. Written approval from the employee's immediate supervisor is required if the employee chooses to return on an intermittent or part-time basis.
3. The employee is responsible for notifying their immediate supervisor and the City Administrator of any changes to the Paid Parental Leave end date.