

Parental Leave Policy

In addition to its FMLA Policy, the Park District has adopted the following Parental Leave Policy. However, employees who are eligible for leave under the FMLA and this Parental Leave Policy must have such leaves run concurrently. It is not the intent of the Park District to provide for two consecutive leave periods to new parents.

Eligibility

In order to be eligible for paid parental leave, the employee must have worked with the Park District for one (1) year. The employee must provide a thirty (30) day notice to the employee's department manager of the request for leave and complete the necessary forms and file said forms with the Executive Director.

Leave Allowed

Eligible employees may use up to a maximum of twelve (12) weeks of paid parental leave to provide parental care immediately following the birth of a child or placement with the employee of a child for adoption or foster care. Parental leave shall begin on the date of the birth of an employee's child or the placement for adoption or foster care of a child (under the age of 13) into the employee's custody. To be eligible, in the case of childbirth, the employee must be a biological parent of the child, and in the case of adoption or foster care of a child, the employee must reside in the same household with the child.

Benefits

During a parental leave, the employee is eligible to continue as a participant in the Park District's group health insurance and other benefit plans. The employee will continue to be responsible for his or her share (if any) of the applicable premiums. The employee will continue to earn credit for service (seniority) during a parental leave but will not accrue any vacation time or sick leave time during the leave.

Use of vacation and paid time off

An employee who takes a parental leave is not required to use accrued time off, including but not limited to vacation and sick leave, as well as accrued holidays, or compensatory time available as of the date the leave begins. Parental leave is intended to be supplemental to other paid time off.

Disclaimer: This policy is not intended as a contractual obligation. Depending upon the circumstances, the Park District reserves the right to amend the policy from time to time as circumstances or law dictate.