

Parental Leave Policy

Effective January 1, 2022

I. Purpose

The City of West St. Paul understands the importance of taking time off after the birth of a child and/or adoption placement of a child with the family in order to take the time for the parents to bond with the child for their long term health and wellbeing. To support this time off, the City will provide up to 80 hours of paid parental leave to an employee of West St Paul for this purpose.

II. Policy

It is the policy of the City of West St. Paul to provide paid and unpaid parental leave benefits to benefit earning employees due to the birth of an employee's child or the placement within an employee's home for an adopted child. This policy applies to all benefit eligible employees of the City who are employed at the City of West St. Paul. This policy does not apply to foster parents.

Paid Parental leave will be provided to regular benefit earning employees who meet eligibility requirements and who become biological or adoptive parents in conjunction with childbirth or adoptions on or after January 1, 2022. Surrogate mothers and sperm or egg donors are excluded from coverage.

The paid parental leave benefit provides 100% of the employee's regular base wage and does not include overtime, supplement pay or other additional pay for regularly scheduled work hours for up to 10 consecutive working days [80 hours maximum]. The benefit begins on the employee's first scheduled work day after the baby's birth or placement for adoption.

Employer benefit contributions and leave accruals continue during paid parental leave, however; accruals shall not exceed contractual or City Policy maximums allowed for each respective leave. Paid parental leave will run concurrently with FMLA, MN Parental Leave and/or Short-term Disability and does not extend the length of these leaves or programs. The paid leave is to be used in a continuous block of time and works in conjunction with other leaves available under existing federal and state laws. Any future law changes would not be in addition to but rather run concurrently with the paid leave in this policy.

If applicable, unpaid parental leave will also be provided to eligible employees in accordance with FMLA and the MN Parental Leave Act. Unpaid parental leave must be taken within 12 months of a child's birth or adoption and eligible employees can choose when the leave will begin. The maximum amount of parental leave [including both paid and unpaid leave] is 12 weeks.

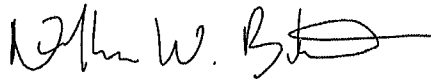
III. Criteria and Approval

- Eligibility is for full-time and part-time benefit eligible employees. Part-time employees will receive a prorated amount based on the average hours worked per week.
- Paid time off is to be used consecutively.

- Paid time leave is to start within the 1st month of the birth of the child or adoption placement and must be used in consecutive work days.
- To use this policy, the employee must complete a request form. This form is to be submitted to Human Resources along with the FMLA request form. Upon receipt of the completed request form, Human Resources will provide employee with approval.

IV. Approval

Approved by:



Nate Burkett
City Manager

April 18, 2022

Date