

## **Paid Maternity Leave**

Two weeks of Paid Maternity Leave will be provided to eligible employees who have given birth to a child. The purpose of this medical-related leave is to provide time to the birth-mother to recover from child-birth, or any related medical conditions or complications. This leave will be in addition to an employee's accrued vacation or sick leave and Paid Parental Leave. The lifetime benefit cap for paid maternity leave is four weeks.

Eligible employees must meet the following conditions:

- a. Given birth to a child.
- b. Have completed one year of service with the Town of Apex and qualify for Family Medical Leave.
- c. Has not exceeded the lifetime benefit cap of four weeks.

An employee may receive paid maternity leave for one qualifying event within a rolling twelve month period. The amount of paid maternity leave for any one person shall not exceed two weeks in a twelve month period.

Paid maternity leave will run concurrently with FMLA and the two weeks must be used consecutively. Employees shall provide advance notice to their supervisor of paid maternity leave dates. The total amount of paid maternity leave shall not exceed 2 weeks, regardless of the employee's annual schedule. An employee out of work and receiving paid maternity leave may not work a secondary job during the same hours an employee would normally be at work, or work any off duty assignments during the maternity leave period.

All Town-provided benefits will continue to be paid by the Town during the time the employee is out of work on paid maternity leave. Sick and vacation leave will continue to accrue while the employee is in a paid maternity leave status.

An employee who wishes to use paid maternity leave shall follow the Town's procedures for requesting FMLA and request paid maternity leave at the same time. FMLA leave and paid maternity leave are approved through the HR Department, and no individual supervisor may deny an employee's request for FMLA or paid maternity leave. An employee may be required to submit supporting documentation to satisfy eligibility requirements for paid maternity leave and FMLA.

An employee must return to work after the duration of any approved maternity/FMLA leave, or any other leave that has been combined with maternity leave (ex: paid parental leave). An employee who does not remain actively employed by the Town for a minimum of 12 months after returning from paid maternity leave will be required to reimburse the Town for one-half of the paid maternity leave received. The value of the paid maternity leave received will be deducted from the employee's final paycheck, including any annual leave or compensatory time paid out in compliance with the Fair Labor Standards Act. The Town Manager may waive the payback provision if medical complications or a special needs birth impact the employee's ability to return to work.