

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA ADOPTING AN ADMINISTRATIVE POLICY REGARDING CITY COUNCIL PARENTAL LEAVE

WHEREAS, Government Code section 36513 provides that a City Councilmember who is absent without permission from the regular city council meeting for 60 days consecutively from the last regular meeting they attended, vacates their office;

WHEREAS, access to parental leave facilitates broad participation in local leadership by providing an avenue for new parents to balance their work and family responsibilities; and

WHEREAS, streamlining the process by which Councilmembers may invoke this right to take necessary parental leave further encourages participation from all age, gender, and income demographics; and

WHEREAS, it is the policy of the City of Capitola to encourage broad public participation in local government leadership.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola as follows:

A. The above recitals are true and correct and material to this Resolution.

B. The City Council hereby adopts the Administrative Policy attached hereto as Exhibit A and incorporated herein by reference.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 10th day of October, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kristen Brown, Mayor

ATTEST:

Julia Gautho, City Clerk



ADMINISTRATIVE POLICY

Number:
Issued: xx

Jurisdiction: City Council

PERMISSION FOR ABSENCES FROM OFFICIAL SERVICE OCCASIONED BY PARENTAL LEAVE

I PURPOSE & POLICY STATEMENT

Access to parental leave facilitates broad participation in local leadership by providing an avenue for new parents to balance their work and family responsibilities. Streamlining the process by which Councilmembers may invoke this ability to take necessary parental leave further encourages participation from all age, gender, and income demographics. It is the policy of the City of Capitola to encourage broad public participation in local government leadership.

Government Code section 36513 subsection (a) provides that “[i]f a city councilmember is absent without permission from all regular city council meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant and shall be filled as any other vacancy.”

This Policy operates in conjunction with and does not supersede or conflict with Government Code section 36513.

II APPROVAL OF ABSENCE FROM PUBLIC SERVICE DUE TO PARENTAL LEAVE

The City Council hereby grants all requests for parental leave and finds that absences occasioned by the pending or recent birth or adoption of a child or children are excused for up to 12 weeks. This grant of approval shall satisfy the requirement of Government Code section 36513. The Councilmember planning to take parental leave shall inform the Mayor and the City Manager of the anticipated absence as early as reasonably possible prior to the absence(s). If the Mayor plans to take parental leave, the Mayor shall inform the Vice Mayor and the City Manager.

A Councilmember requesting leave time beyond 12 weeks shall make a request to the full City Council.

All leave time taken pursuant to this policy shall be unpaid.

Jamie Goldstein, City Manager

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