



POLICY AND PROCEDURE

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POLICY NUMBER: 220-1011

POLICY TITLE: PAID PARENTAL LEAVE POLICY

EFFECTIVE DATE: November 15, 2024, REVISION DATE: March 25, 2025

**APPROVED BY: Signature on File
CITY MANAGER**

**Confirmed by the Council of Columbus Consolidated Government, Ordinance No. 25-
Dated the ____ day of _____.**

STATEMENT OF POLICY:

The purpose of this policy is to enable and support employees in healing and recovering from giving birth, and in the bonding and caregiving of a child following birth or adoption. Eligible employees may receive up to six (6) weeks of Paid Maternity Leave or Post-Adoption Primary Caregiver Leave or two (2) weeks of Paid Co-Parent Leave due to the birth or adoption of an employee's child. This leave is administered in conjunction with the Family and Medical Leave Act ("FMLA"). Employees must be eligible for leave under the Family Medical Leave Act to qualify for Paid Maternity, Post-Adoption Primary Caregiver or Co-Parent Leave under this policy. If an employee has already exhausted his or her available FMLA leave for the rolling 12-month period, the employee may still be eligible for paid maternity/post-adoption/co-parent leave. This policy is intended to convey additional benefits to qualified employees and is not intended to alter or infringe upon any employee protections provided for by the FMLA, the Pregnant Workers Fairness Act ("PWFA"), the Americans with Disabilities Act ("ADA") or any other statutory provision.

SCOPE:

This policy applies to all full-time employees of the Columbus Consolidated Government.

RESPONSIBILITY:

The Human Resources Department and appropriate Human Resource staff members will advise and assist employees, supervisors, and department directors in the application of this policy.

PROCEDURE:

I. Definitions

- Maternity Leave - is intended for new mothers to take time off from work to mentally and physically recover from pregnancy-related temporary disability after giving birth.

- Post-Adoption Primary Caregiver Leave – is intended for the primary caregiver (regardless of gender) of an adoptive child to take leave to encourage bonding and caregiving of the adoptive child after adoption.
- Co-Parent Leave – is intended for co-parents with a birth-giving parent and/or post-adoptive primary caregiver.
- Parent – a full-time employee who meets the following criteria:
 - Has given birth to a newborn child
 - Has legally adopted a child and accepted placement of the child into their home (child must be age 17 or younger)
 - Is the spouse or co-parent to a birth-giving parent
- Event - Birth or Adoption

II. Eligibility

Eligible employees must meet the following criteria:

- Be a full-time, regular employee (part-time, temporary, seasonal, and interns are not eligible for this benefit),
- Have at least one (1) year of full-time employment with the CCG, and
- Be the birth parent of a newly born child, the primary caregiver of a newly adopted child, or a co-parent.

III. Maternity Leave

Eligible employees will receive up to six (6) weeks of full pay, 100% of employee straight pay, for Maternity Leave to take time off from work to mentally and physically recover from pregnancy-related temporary disability after giving birth. Paid maternity leave runs concurrently with FMLA. The fact that a multiple birth event occurs (e.g., the birth of twins) does not increase the total amount of paid maternity leave granted for that event.

Although paid maternity leave is for up to six (6) weeks of full pay, eligible employees may choose to use up to twelve (12) weeks of FMLA leave, which may be paid or unpaid. For additional paid FMLA leave, an employee must use their own accrued leave.

Paid maternity leave, provided for under this policy, will begin as of the employee's confirmed date of delivery, but FMLA (paid or unpaid leave) or other available leave may apply to medically necessary prenatal bed rest or for a serious health condition related to the pregnancy or birth. Paid maternity leave must be used within a 12-week period immediately following the event date. Thereafter, any unused paid maternity leave will be forfeited.

Paid maternity leave will be paid on regularly scheduled pay dates, typically bi-weekly. Upon termination of the employee's employment with CCG, any unused paid maternity leave will be forfeited. Paid maternity leave does not accrue, and there is no cash value associated with it.

If an employee fails to return to work at the end of an approved leave period, they will be considered to have voluntarily resigned, effective as of the day following the last day of the authorized leave period.

IV. Post-Adoption Primary Caregiver Leave

Eligible employees will receive up to six (6) weeks of full pay, 100% of employee straight pay, for Post-Adoption Primary Caregiver Leave to take leave to encourage bonding and caregiving of the newly adopted child. Post-Adoption Primary Caregiver Leave runs concurrently with

FMLA. The fact that a multiple adoption event occurs (e.g., adoption of siblings) does not increase the total amount of Post-Adoption Primary Caregiver Leave granted for that event.

Although Post-Adoption Primary Caregiver Leave is for up to six (6) weeks of full pay, eligible employees may choose to use up to twelve (12) weeks of FMLA leave, which may be paid or unpaid. For additional paid FMLA leave, an employee must use their own accrued leave.

Post-Adoption Primary Caregiver Leave, provided for under this policy, will begin as of the employee's confirmed date of adoption and placement in the primary caregiver's home. Post-Adoption Primary Caregiver Leave must be used within a 12-week period immediately following the adoption event date. Thereafter, any unused Post-Adoption Primary Caregiver Leave will be forfeited.

Post-Adoption Primary Caregiver Leave will be paid on regularly scheduled pay dates, typically bi-weekly. Upon termination of the employee's employment with CCG, any unused Post-Adoption Primary Caregiver Leave will be forfeited. Post-Adoption Primary Caregiver Leave does not accrue, and there is no cash value associated with it.

If an employee fails to return to work at the end of an approved leave period, they will be considered to have voluntarily resigned, effective as of the day following the last day of the authorized leave period.

V. Co-Parent Leave

Eligible employees will receive up to two (2) weeks of full-pay, 100% of employee straight pay, for Co-Parent Leave. Co-Parent Leave runs concurrently with FMLA. Employees must be eligible for FMLA to qualify. The fact that a multiple birth or adoption event occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Co-Parent Leave granted for that event.

Although Co-Parent leave is for up to two (2) weeks of full pay, eligible employees may choose to use additional FMLA leave, which may be paid or unpaid. For additional paid FMLA leave, an employee must use their own accrued leave.

Co-Parent Leave must be used in a 12-week period immediately following the birth or adoption event.

Co-Parent Leave will be paid on regularly scheduled pay dates, typically bi-weekly. Upon termination of the employee's employment with CCG, any unused Co-Parent Leave will be forfeited. Co-Parent Leave does not accrue, and there is no cash value associated with it.

If an employee fails to return to work at the end of an approved leave period, they will be considered to have voluntarily resigned, effective as of the day following the last day of the authorized leave period.

VI. Requests for Paid Maternity Leave, Post-Adoption Primary Caregiver Leave, or Co-Parent Leave

- At least 30 days before the proposed date of the leave (or if the leave was not foreseeable, as soon as possible), leave schedules should be coordinated with the employee's supervisor and Human Resources representative.

- Employees must request and apply for leave through their department and Human Resources representative. Employees should be aware that paid leave under this Policy will run concurrently with available FMLA leave.
- Confirmation of birth shall be submitted to Human Resources as soon as possible. A birth certificate shall be submitted within 45 days of taking leave.
- For health insurance purposes, birth or adoption of a child: you must contact the HR Benefits Administrator or NFP Customer Service within 30 days of the event to add a dependent on your healthcare coverage.
- Employees will provide all documentation as required by the Human Resources department to substantiate the request.
- Any fraudulent attempts to obtain paid leave under this Policy shall result in disciplinary action, up to and including termination of employment.
- Employees requesting paid leave for an adoption event must also submit either:
 - A certification from an adoption agency confirming that the agency has matched the employee with a child or children and the initial date of placement in the employee's home; OR,
 - A birth certificate within 45 days of taking leave, confirming that the employee is the adoptive parent.

VII. Coordination with Other Policies

- CCG will maintain all benefits for employees during the paid leave periods provided for under this policy.
- Vacation and sick leave will continue to accrue during paid leave periods.
- If a CCG holiday occurs while the employee is on paid Maternity Leave, Post-Adoption Primary Caregiver Leave, or Co-Parent Leave, such a day will be counted as a holiday and will not be deducted from the paid leave available.
- As is the case with all CCG policies, CCG has the exclusive right to interpret this policy.
- Nothing in this policy is intended to limit or interfere with an employee's rights to take unpaid, job-protected leave for the time allowed by law beyond the periods during which the employee may receive paid leave under this policy.