

AN ORDINANCE

NO. \_\_\_\_\_

An ordinance establishing and implementing a Paid Maternity and Paternity Leave Policy to enable and support employees in the bonding and caregiving of a child, following birth or adoption.

\_\_\_\_\_  
THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

Section 1.

The attached Paid Maternity and Paternity Leave Policy is hereby adopted.

Section 2.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3.

The Policy adopted by this ordinance shall apply to all births and adoptions taking placing on or after November 15, 2024.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 22<sup>nd</sup> day of October 2024; introduced a second time at a regular meeting of said Council held on the 12<sup>th</sup> day of November 2024 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

Councilor Allen	voting _____
Councilor Chambers	voting _____
Councilor Cogle	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor Hickey	voting _____
Councilor Huff	voting _____

Councilor Thomas	voting _____
Councilor Tucker	voting _____

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Sandra T. Davis  
Clerk of Council

B.H. "Skip" Henderson, III  
Mayor



# ***POLICY AND PROCEDURE***

**POLICY NUMBER:** 220-\_\_\_\_\_

**POLICY TITLE:** PAID MATERNITY & PATERNITY LEAVE POLICY

**EFFECTIVE DATE:** November 15, 2024    **REVISION DATE:** \_\_\_\_\_

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

**Confirmed by the Council of Columbus Consolidated Government, Ordinance No. 24-**  
**Dated the \_\_\_\_ day of \_\_\_\_\_.**

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## **STATEMENT OF POLICY:**

The purpose of this policy is to enable and support employees 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 two (2) weeks of Paid Paternity 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 or Paternity 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/paternity 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 after giving birth or for the primary caregiver of an adoptive child to take leave after adopting the child.
- Paternity Leave – is intended for co-parents to a birth-giving parent and adoptive co-parents.
- 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 a parent of a newly born or newly adopted child.

## **III. Maternity Leave**

Eligible employees will receive up to six (6) weeks of full pay, 100% of employee straight pay, for maternity leave. Paid maternity leave runs concurrently with FMLA. 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 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.

All paid leave related to a new birth or adoption of a child 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 paid maternity leave.

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. Paternity Leave**

Eligible employees will receive up to two (2) weeks of full-pay, 100% of employee straight pay, for paternity leave. Paid paternity leave runs concurrent with FMLA. Employee must be eligible for FMLA to qualify for paid paternity leave. 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 paid paternity leave granted for that event.

Although paid paternity 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.

All paid Paternity Leave must be used in a 12-week period immediately following the birth or adoption event.

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

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. Requests for Paid Maternity or Paternity 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 paid Maternity or Paternity Leave through their department and Human Resources representative. Employees should be aware that paid Maternity/Paternity leave will run concurrently with available FMLA leave.
- Confirmation of birth shall be submitted to Human Resources. 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 maternity or paternity leave shall result in disciplinary action, up to and including termination of employment.
- Employees requesting paid adoption leave 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.

## **VI. Coordination with Other Policies**

- CCG will maintain all benefits for employees during the paid maternity and paternity leave period.
- Vacation and sick leave will continue to accrue during paid leave periods.
- If a CCG holiday occurs while the employee is on paid maternity or paternity leave, such a day will be counted as a holiday and will not be deducted from paid maternity or paternity leave.
- 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.