

CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT



PAID PARENTAL LEAVE POLICY
POLICY #02-010

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL		
This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.		
Revision	Date	Description of Change
1		Initial release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Paid Parental Leave
POLICY #	02-010
City Commission Approval	

Policy:

The City believes strong families benefit the local community and the workplace. For this reason, The City offers the option of Paid Parental Leave (PPL) to all parents following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. The purpose PPL is to allow up to four (4) work weeks of paid leave to enable the employee to care for and bond with a newborn or a newly adopted or placed child.

Please note: PPL is an additional benefit that is voluntarily offered by the City. An employee must be employed by the City for at least one year before taking PPL and must remain employed at the City for a period of twelve (12) months following the use of PPL. If an employee resigns prior to 12 months, the Employee must reimburse the City for all PPL pay that the employee received. The reimbursement will be deducted from the employee’s final paycheck or from any other amount owed to the employee if such reimbursement deductions are allowed by law. The City Manager may waive this provision if documented medical complications, a special needs birth, or other documented family hardship impacts the employee’s ability to return to work.

Eligibility:

In order to qualify for PPL, the following eligibility conditions apply:

- a) Must be a regular, full-time benefit-eligible employee;
- b) Must be eligible to qualify for Family Medical Leave (FMLA);

In addition, eligible employees must meet one (1) of the following criteria:

- a) Have given birth to a child;
- b) Be the biological parent of a child;
- c) Be a recognized spouse, as defined under FMLA, of a person who has given birth to a child;
- d) Have adopted a child or been placed with a foster child, as defined under FMLA; or
- e) Placement of a child for whom the employee is acting “in loco parentis”, as defined under FMLA.

Procedure for Requesting PPL:

An employee requesting to receive PPL must follow the City’s procedures for requesting FMLA and request PPL at the same time. The request, with supporting documentation, must be submitted to the Human Resources Department at least thirty (30) days prior to the date of the qualifying event. Human Resources will provide the employee the appropriate FMLA and PPL paperwork to make the request. Exceptions to the 30-day timeframe

may be made in the event of an emergency involving the birth of the child or when a child is fostered or adopted in an accelerated manner due to an unexpected change in circumstances.

The review and approval process for PPL will follow the same procedure and timeline as FMLA. The employee will be notified in writing that either the request has been approved or that additional information is required.

Amount, Timeframe, and Duration of PPL:

The amount, timeframe, and duration of PPL eligible employees will receive is based on the following:

- a) Up to a maximum of four (4) workweeks of PPL per birth, adoption, or placement of child within a rolling 12-month period, regardless of whether more than one birth, adoption or placement event occurs within that 12-month time frame. The fact that a multiple birth, adoption or placement occurs does not increase the four (4) weeks total amount of PPL;
- b) If both parents are employed by the City and have one (1) qualifying event, each parent is limited to a maximum combined total of four (4) workweeks of PPL;
- c) PPL must be taken in one continuous period and cannot be taken intermittently;
- d) PPL must run concurrently with FMLA and commence on the first day of FMLA;
- e) If an employee returns back to work earlier than the amount of approved PPL, the paid leave will cease on the date returned back to work and the unused PPL would not be eligible for a different qualifying event;
- f) Upon resignation, retirement, or termination of employment, employee will not be paid for any unused PPL.

Benefits, Leave, and Pay During PPL:

The following outlines benefits, leave and pay during a period of PPL:

- a) The City will maintain all benefits for employees during the PPL period just as if they were taking any other paid leave;
- b) The employee and applicable dependents will continue to be covered as long as the employee pays for any required contributions via payroll deductions;
- c) Vacation and sick leave accrual will continue during the PPL period;
- d) Pay, paid at straight time, during a period of PPL will be based on the employee's standard workweek schedule as follows: 40 hours.
- e) If a holiday falls during a period of PPL, compensation will be paid just as if any other type of paid leave was being used; however the holiday will count as a day of PPL;
- f) Is not receiving income from any other benefit source including, but not limited to, workers' compensation, short-term disability, etc.

Return from PPL:

An employee must return to work after the duration of any approved PPL/FMLA leave. If, after the exhaustion of PPL, the employee is unable to return back to work, an extension may be requested per the applicable provision(s) in this Policy.

An employee who fails to remain in an active status for a minimum of twelve (12) months after returning from PPL will be required to reimburse the City for any paid PPL received. The value of the PPL will be deducted from the employee's final paycheck and any other amounts payable to the employee including accrued vacation leave and paid out in compliance with the Fair Labor Standards Act (FLSA). The City Manager may waive the payback provision if medical complications, a special needs birth, or other documented family hardship impacts the employee's ability to return to work.

City Responsibility:

The City prohibits and will not tolerate discrimination, retaliation, or any adverse action against any employee or applicant due to pregnancy or PPL. In addition, no employee will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under the policy or applicable law.

If any employee feels that they or someone else may have been subjected to conduct that violates this provision, it must be reported immediately.