

Proposed new addition to CBJ Personnel Rule 11

11 PR 135. Paid Parental Leave

- (a) The CBJ shall provide up to six (6) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, foster care or legal guardianship. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.
- (b) Eligibility for paid paternal leave shall be the same as the eligibility criteria articulated in CBJ Family/Medical Policy 19.01, or the successor policy(ies). Paid parental leave will run concurrently with FMLA/AFLA leave use.
- (c) Six (6) weeks of paid parental leave is provided in addition to accrued personal leave. Personal leave will continue to accrue during the period of paid parental leave, and an employee may not use personal leave concurrently with paid parental leave.
- (d) Employees must work in a benefitted position to be eligible for paid parental leave. The paid parental leave benefit will be reduced on a pro-rated basis for an employee in a part time benefitted position.
- (e) Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g. the birth of twins or adoption of siblings) does not increase the six-week total amount of paid parental leave granted for that event. Additionally, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling, 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month timeframe. If both parents and/or legal guardians are CBJ employees who meet the eligibility criteria, one employee shall be identified as the designated employee to take parental leave by the employees and only that designated employee shall only be eligible for paid parental leave under this rule. If the impacted employees are unable to agree on the designated employee, then the paid parental leave shall be split evenly between the two eligible employees.
- (f) Each week of paid parental leave is compensated at the employee's regular, straight-time weekly pay or equivalent weekly salary and will be paid on the biweekly pay schedule.
- (g) Employees must take paid parental leave in one continuous period of leave for the employee's entire work schedule. Intermittent paid parental leave is not permitted. Approved paid parental leave may be taken at any time during the six-month period immediately following the qualifying event and may not be used or extended beyond this six-month timeframe. Paid parental leave has no cash value and unused paid parental leave will be forfeited at the end of the six-month timeframe. Upon termination of employment with the CBJ, the employee will not be paid for any unused paid parental leave for which the employee was eligible.
- (h) An employee shall request paid parental leave on a CBJ-provided form.