

**CITY OF MOBERLY**  
***PERSONNEL MANUAL***

Section VII Benefits

**R. Parental Leave**

1. Purpose. Parental leave is for the birth of a child or placement of a child with the employee for adoption.
2. Eligibility. Regular Full-Time employees are qualified to receive parental leave. Every parent shall receive parental leave following the birth or adoption of a child less than seven (7) years of age. If both parents are city employees, each parent shall receive parental leave, which may be taken concurrently, consecutively, or at different times. Leave shall be taken within twelve (12) weeks following the birth or adoption of a child. Parental leave may not be donated or carried over to future years.
3. Leave Benefit. The leave provided for this benefit shall be two weeks of paid leave at the employee's regular salary. Parental leave shall not be counted against vacation leave or sick leave, which shall continue to accrue during the period of parental leave. Holidays shall not be counted against parental leave. Parental leave shall run concurrently with FMLA leave if the employee is eligible.
4. Effective Date. Parental leave shall available for any birth or adoption that occurs on or after the date this policy is approved by Resolution of the Moberly City Council.