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WHITE LAKE TOWNSHIP

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June 16, 2026

Subject: MEMO - Paid Birth Recovery Leave Policy Proposal

Dear Members of the White Lake Township Board,

I am presenting a proposed Birth Recovery Leave Policy for your consideration for eligible full-time Township employees. This policy would provide up to four weeks of paid leave following childbirth to support physical recovery and employee well-being during this important life event.

Eligible non-union employees would qualify after completing at least one year of full-time service and meeting the requirements outlined in the policy.

In addition to supporting employee health, this policy serves as a valuable recruitment and retention tool. Family-friendly workplace policies are increasingly important to employees, particularly young professionals and growing families. Providing birth recovery leave can help retain experienced staff, reduce turnover costs, and preserve institutional knowledge that is essential to Township operations.

Several neighboring communities have adopted similar family-supportive leave policies. As we compete for talented employees, White Lake Township must remain an employer of choice.

When I interviewed with White Lake Township, I was impressed by the organization's commitment to work-life balance and supporting families. If we continue to promote these family-oriented values, our policies should reflect that commitment.

I respectfully request the Board's review and consideration of this proposed Birth Recovery Leave Policy and would be happy to answer any questions.

Sincerely,

Robin Myers, Human Resources

Cc: Patricia Pergament – Deputy Supervisor

PAID BIRTH RECOVERY LEAVE POLICY – Non-Union

I. PURPOSE

The purpose of this policy is to provide paid leave to full-time eligible employees following the birth of a child for physical recovery. This policy is intended to support employees during the birth recovery period immediately following the birth of a child.

II. POLICY

White Lake Township will provide eligible employees with up to four (4) weeks of paid leave following the birth of the employee's child.

III. DEFINITIONS

1. "Child" means:
 - a. A newborn biological child of the employee.
2. "Birth Recovery Leave: means:
Paid leave available to an employee who physically gives birth to a child for purposes of childbirth recovery and bonding with the newborn child.
3. "Birth Mother" means:
A person identified as having given birth to a child on the child's birth certificate or other legal documentation proving the birth of the child occurred.

IV. ELIGIBILITY

This policy shall apply to births occurring on or after the effective date of this policy.

Eligible employees must meet all the following requirements:

1. Be a regular full-time employee of the Township;
2. Have been employed full-time for at least one year immediately preceding the leave request; and
3. Have worked at least 1,250 hours during the one year immediately preceding the period.
4. Be the legal birth mother of the child.

V. QUALIFYING EVENTS

Eligible employees may receive leave under this policy if they:

1. Give birth to a child.

VII. EXCLUSIONS

The following circumstances are not qualifying events under this policy:

1. Serving as a surrogate carrier.
2. Seasonal, temporary, or part-time employment status.
3. Non-union employees unless included in their collective bargaining agreement.

VIII. AMOUNT, TIME FRAME, AND DURATION OF LEAVE

- A. Eligible employees may receive up to four (4) weeks of paid leave per qualifying birth event.
- B. Multiple children born as part of the same event shall be considered one (1) qualifying event.
- C. Employees are limited to one (1) paid leave benefit under this policy per calendar year.
- D. Leave under this policy shall begin no earlier than the employee's first scheduled workday missed following the qualifying event.
- E. Paid leave must be used immediately following the birth of the child.
- F. Leave under this policy must be taken in one continuous block.
- G. Employees who return to work prior to the end of the paid four (4) week leave shall forfeit any remaining paid time of under the leave for the calendar year.
- H. Unused paid leave under this policy shall not be paid out upon separation of employment.

IX. COORDINATION WITH OTHER LEAVE AND BENEFITS

- A. Paid leave under this policy shall not run concurrently with FMLA leave where applicable and shall not count toward the employee's available FMLA entitlement.
- B. Employees on approved leave under this policy shall continue to receive Township-provided benefits, including health, dental, and disability insurance, under the same terms as active employees.
- C. Township holidays occurring during approved leave shall be paid and shall not count against the employees' four (4) weeks of paid leave.
- D. Sick leave, vacation leave, and personal paid time off shall not accrue while an employee is on paid leave under this policy unless otherwise required by contract or law.

E. Following the expiration of paid leave under this policy, employees may request additional leave pursuant to the FMLA, other leave policies as defined in the Personnel Policies and Procedures, and if applicable, the employees' collective bargaining agreement.

F. Paid leave will be paid at the employee's current full pay rate.

X. PROCEDURE

A. Leave Requests

1. Employees must provide at least three (3) months' advance written notice to their immediate supervisor and the Human Resources Department when the need for leave is foreseeable.
2. Employees must notify their immediate supervisor and Human Resources as soon as practicable following the qualifying event, but no later than three (3) calendar days after birth occurs. Notification must be provided in written format, by letter, email or text message.
3. The Township may require documentation supporting the request for leave, including medical certification of birth.
4. Human Resources shall provide written approval or denial of the leave request and identify any additional requirements or documentation needed.

B. Return to Work

1. Employees shall communicate with Human Resources and their Department Head regarding any anticipated additional leave beyond the approved paid leave period.
2. Employees are responsible for notifying their immediate supervisor and Human Resources as soon as possible of any change to their anticipated return-to-work date.
3. Employees returning from approved leave under this policy shall be restored to the same or an equivalent position in accordance with applicable law and Township policy.