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WHITE LAKE TOWNSHIP

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June 16, 2026

Subject: MEMO - Paid Parental Leave Policy Proposal

Dear Members of the White Lake Township Board,

I am presenting a proposed Paid Parental Leave Policy for your consideration for eligible full-time Township employees. This policy would provide up to four weeks of paid leave following the birth or adoption of a child, 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 paid parental 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 Paid Parental Leave Policy and would be happy to answer any questions.

Sincerely,

Robin Myers, Human Resources

Cc: Patricia Pergament – Deputy Supervisor

PAID PARENTAL LEAVE POLICY – NON-UNION

I. PURPOSE

The purpose of this policy is to provide employees who are new parents with additional flexibility and time to care for and bond with a newborn or newly adopted child under one (1) year.

II. POLICY

All eligible non-union employees of White Lake Township will receive four (4) weeks of paid leave to enable an employee to care for and bond with their newborn or newly adopted child under one (1) year old. This time shall be paid and if eligible, shall not run concurrently with the use of the Family and Medical Leave Act (FMLA).

A. Paid Parental Leave Definitions

1. Child(ren) – Paid Parental Leave will apply to all newborn biological children or adopted children under the age of one (1) year.
2. Parent – The person identified on a child(ren)'s birth certificate, adoption certificate, certified copy of a foreign adoption order that has been registered with the State of Michigan, or other legal document certifying an adoption.

III. ELIGIBILITY

A. Eligible employees must meet the following criteria:

1. All regular full-time non-union employees of the Township that have been employed as full-time employees for at least twelve (12) consecutive months and have worked at least 1,250 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin.
2. The employee must have given birth to a child, be a spouse or domestic partner of a person who has given birth to a child or have adopted a child under the age of one (1) year.
3. Employees who adopt a child prior to their 1-year birthday where the child is already more than 11 months old but less than 1-years old, will also qualify for a full 4-week paid leave. The employee must provide proof of the date of birth and the date of adoption.

B. Exclusions to Paid Parental Leave include:

1. Serving as a surrogate is not a qualifying event under this policy.
2. Seasonal and part-time employees are excluded from this policy.
3. The adoption of a new spouse's child is excluded from this policy.

IV. AMOUNT, TIME FRAME, AND DURATION OF PAID PARENTAL LEAVE

- A. Eligible employees will receive a maximum of four (4) weeks of Paid Parental Leave per birth or adoption of a child.
- B. Eligible employees may qualify for each birth or adoption instance once per calendar year. Multiple children in one (1) birth or adoption count as one (1) birth or adoption instance. Employees are limited to one qualifying event per calendar year. The eligible employee will be entitled to only one instance of Paid Parental Leave in the event of multiple qualifying events in the same calendar year.
- C. Employees are only able to use this time after the qualifying event. Paid Parental Leave time will be in effect no earlier than the first scheduled absent workday after the birth of the child. Both parents are entitled to their respective leaves when both parents are employed by the Township.
- D. Paid Parental Leave time must be taken within three (3) months of the child's birth or placement.
- E. Employees must take Paid Parental Leave in one continuous period of leave during the four (4) week time-period from birth or adoption of the child. If for some reason the employee returns to work prior to using the full four (4) weeks of paid leave, the employee forfeits the remainder of the paid leave for that calendar year.
- F. Upon resignation or termination of an individual's employment with the Township, he or she will not be paid for any unused Paid Parental Leave for which the employee was eligible.

V. Coordination with Other Policies

- A. Employees on Paid Parental Leave will continue to receive other benefits. (health insurance, dental insurance, disability insurance) on the same basis as if working.
- B. Employees on Paid Parental Leave will also continue to receive compensation for holidays on the same basis as if they were working. If a Township holiday occurs while the individual is on the approved Paid Parental Leave, the employee will receive holiday pay. (Official Township holidays do not count against an approved Paid Parental Leave).
- C. Sick time and personal paid time off will not accrue while on Paid Parental Leave. Paid Parental Leave will not be concurrent with FMLA as allowed by law.
- D. Refer to the Personnel Policy and Procedure Manual for how to administer further leave for the employee once the paid parental leave ends. Further time off related to the birth or adoption of the child(ren) will be subject to FMLA if the employee is eligible.

VI. PROCEDURE

A. Leave Requests

1. Employees must submit a written request for Paid Parental Leave to their immediate supervisor and the Human Resources Department at least three (3) months in advance, providing the estimated start and end date for all time intended to be taken related to the birth or adoption of the child(ren) including the paid four (4) week leave.
2. Employees must provide notification when the qualifying event occurs in a timely manner. No later than three days after the qualifying event (birth or adoption date), employees will provide notice to their immediate supervisor and the Human Resources Department. Notice must be in written form either by text, or email.
3. The Township will provide written approval or denial notice to employees, which will contain any additional information and instructions, or requirements on the part of the employee.

B. Return from Paid Parental Leave

1. The employee is responsible for notifying their immediate supervisor and the Township Human Resources Department of any changes to the Paid Parental Leave end date, if for some reason the employee intends to return to work prior to the end of the four (4) weeks of leave.
2. Employees shall discuss with HR and their department head any changes related to the amount of time they intend to take beyond paid parental leave as soon as known to ensure proper administration by HR of any further leave time taken related to the birth or adoption of the child.