

2 Paid Parental Leave – River Falls Model

I. Purpose

The City of Whitewater recognizes that employees may need extended leave time to care for themselves or family members. This policy provides guidelines for regular non-bargaining full-time and part-time employees.

II. Definitions

Qualifying Events:

- **Parental Leave:** Following the birth or adoption of a child.
- **Caregiver Leave:** Caring for a family member with a serious health condition.
- **Medical Leave:** Employee's own serious health condition.
- **Emergency/Extenuating Circumstances Leave:** Approved by the City Manager for situations such as fire, storm damage, family crises, or non-traditional family care, including siblings and grandparents.

Family Member:

- Spouse or Partner
- Child, Stepchild, or Child-in-Law
- Parent, Stepparent, or Parent-in-Law
- Grandparents
- Others designated under FMLA/WFMLA

III. Guidelines

Hours Provided:

- 160 hours (pro-rated for part-time and those under 1 year of service) per Parental Leave Qualifying Event (limited to once per rolling 12-month period) for births and adoptions on/after (DATE APPROVED).

Accessing BE WELL - Family, Medical, and Wellness Leave:

- Eligible employees must experience a Qualifying Event.
- Leave taken using this account will run concurrently with FMLA/WFMLA when applicable.
- Non-FMLA/WFMLA leaves are limited to a combined total of 4 weeks (160 hours/pro-rated for part-time) per calendar year and must use paid leave benefits (BE WELL or PTO hours).
- PTO and Short-term Disability, if applicable, can be combined with BE WELL leave hours.

IV. Procedure

Obtaining Leave:

1. **Notice:** The employee must provide 30 days' notice to the department manager and HR (or as much notice as practicable if the leave is not foreseeable).
2. **Documentation:**
 - Submit the BE WELL leave request form and any supporting documentation, including health care certification when applicable.
 - Insufficient documentation may result in denial of leave.
3. **Usage:**
 - Parental leave may be used intermittently within 16 weeks of birth/adoption. Leave after the 16th week must be continuous and within 1 year of the event.
 - Caregiver and Medical Leave are based on the serious health condition of the family member or the employee, respectively.
 - Emergency/Extenuating Circumstances Leave is subject to approval by the City Manager.

Coordination with Other Leave Types

- FMLA/WFMLA policy should be referred to for additional information on qualifying events.

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- Non-FMLA/WFMLA leaves may utilize paid leave benefits and can combine PTO, Short-term Disability, and BE WELL leave hours. FMLA/WFMLA qualifying events can also utilize unpaid leave time.