

3.5(2): Paid Parental Leave

This policy applies to all Regular Full-Time (RFT) and Regular Part-Time Three (RP3) employees.

POLICIES AND PROCEDURES

The County supports employees by providing eligible employees with Paid Parental Leave (PPL) when an employee has a baby, adopts a child, or fosters a child. The following amounts of Paid Parental Leave (PPL) are dependent on employment status:

- **Regular Full-Time**— Six (6) weeks at forty (40) hours per week
- **Regular Part-Time Three** – Six (6) weeks at thirty (30) hours per week

Use of Leave & Employee Responsibilities

Employees must contact the People Services Department to request Paid Parental Leave, and employees must provide sufficient documentation to People Services for the County to determine if a request qualifies for PPL.

PPL shall run consecutively with FMLA and any other applicable state and/or local protected medical leave. The use of PPL will not reduce the amount of an employee's available FMLA or any other applicable state and/or local protected medical leave.

The maximum time allowed for PPL is six weeks in a rolling twelve-month period. This twelve-month period is measured backward from the date an employee takes PPL. Under the rolling twelve-month period, each time an employee takes PPL, the remaining leave entitlement would be the balance of the six weeks, which has not been used during the preceding twelve (12) months.

Parents who care for the same child and work for Adams County are each eligible to receive the full amount of PPL for which they are eligible (as defined above). However, they may be required to schedule PPL in a way that does not cause scheduling difficulties for the County.

PPL must be taken in a continuous block of time and must be taken immediately following the birth, adoption, or placement of a child; in addition, PPL must be taken immediately following the employee being taken off work due to pregnancy-related medical reasons (unless there are scheduling conflicts, as described above, when both parents work for Adams County).

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For purposes of calculating overtime, PPL does not count as time worked. PPL is not an accrued leave type and is not paid out upon termination of employment. If an employee is rehired within a rolling twelve-month rolling period in which PPL has been taken, the rolling twelve-month period will continue to be applied to that employee.

Bereavement, county closure, administrative, and jury duty pay will not be granted while an employee is using PPL.

Holiday pay will be granted during PPL as long as the employee is employed on the date of the holiday.

Related Policies

Please refer to the Family Medical Leave, Short-Term Disability, Annual Leave, and Sick Leave policies for additional information that may be applicable when using PPL.