

 <b>MUNICIPALITY OF ANCHORAGE POLICY / PROCEDURE</b>	P&P No. <b>40-16</b>	<b>Page 1 of 3</b>
	Effective Date: <b>June 14, 2021</b>	
Subject:  <b>PAID PARENTAL LEAVE</b>	Supersedes No. <b>NEW</b>	Dated: 29-Jun-2021
	Approved by: <i>Austin Quinn-Davidson</i>	

1. PURPOSE

The purpose of this policy is to establish the award of non-cashable leave for parental leave for eligible municipal employees who have been approved to take qualified leave under the Family and Medical Leave Act of 1993 (FMLA). Paid Parental Leave improves the health of both the child and parent. In addition, Paid Parental Leave improves employee retention and morale.

2. POLICY

It is the policy of the Municipality to provide Eligible executive employees and Eligible non-represented employees with an award of one-hundred and sixty hours (160) of non-cashable leave for regular fulltime eligible employees who have been approved for FMLA leave for a Qualifying Event as defined below. Eligible employees who work less than fulltime will be eligible for a pro rata amount of leave based on their normal hours worked.

3. ORGANIZATIONS AFFECTED

All Municipal agencies.

4. REFERENCES

Family and Medical Leave Act of 1993 (FMLA).

5. DEFINITIONS

a. Eligible employees:

- i. Eligible executive employee refers to an employee appointed to a position in the Municipality's Executive Classification and Pay Plan who has been approved to take FMLA leave for a Qualifying Event of birth or placement of a child or children.
- ii. Eligible non-represented employee refers to a non-represented employee who has been approved to take FMLA leave for a Qualifying Event of the birth or placement of a child or children.

b. Qualifying Event:

- i. The birth of an employee's child or children, or
- ii. Placement of a child or children with the employee for adoption or foster care.

- c. Paid Parental Leave - refers to an award of one-hundred and sixty (160) hours of non-cashable leave based on a regular FTE equivalent intended to allow parents to bond with and care for a new child.

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- a. At the employee's request, eligible employees who have been approved for FMLA leave for a Qualifying Event as defined above and who are regular fulltime eligible employees shall be awarded one-hundred and sixty hours (160) of non-cashable leave. Eligible employees who work less than fulltime will be eligible for a pro rata amount of leave based on their normal hours worked.
- b. Eligible employees shall request Paid Parental Leave when requesting leave under FMLA by filling-out the approved form and returning to the Leave Administrator. Paid Parental Leave should be requested prior to commencement of the leave and preferably should be requested thirty (30) days prior to commencement of the leave. Paid Parental Leave is not administered or reviewed by MOA's external FMLA vendor but is instead an internal MOA process with the employee, department, and Leave Administrator. Paid Parental Leave will not be retroactively applied to leave taken prior to the date the Paid Parental Leave form is approved.
- c. Approved Paid Parental Leave will begin on the first day of the employee's approved FMLA leave for the Qualifying Event or on the date that the employee's Paid Parental Leave form is approved, whichever is later, and will be exhausted before all other leave available to the employee.
- d. Paid Parental Leave taken under this policy must be taken during approved FMLA leave. Any Paid Parental Leave taken pursuant to this policy will be counted toward the twelve (12) weeks of protected leave per rolling twelve (12) month period available to employees under FMLA.
- e. Employees must take Paid Parental Leave in one continuous period of leave and must use all Paid Parental Leave during approved FMLA leave for the Qualifying Event. Paid Parental Leave may not be taken intermittently. Paid Parental Leave must be exhausted before any other type of leave. Any unused Paid Parental Leave will be forfeited at the end of the approved FMLA leave period. Employees that are awarded non-cashable leave under this policy will not accrue leave while on Paid Parental Leave. Paid Parental Leave does not count towards minimum leave usage requirements.
- f. In no case will an employee receive more than one award of one-hundred and sixty (160) hours of non-cashable (or the prorated amount for employees that work less than fulltime) leave as Paid Parental Leave under this policy in a rolling 12-month period, regardless of whether more than one birth, adoption, foster care placement, or other Qualifying Event occurs within that twelve (12) month time frame. The birth or placement of more than one child at the same time will be treated as one Qualifying Event for which an employee will receive a total of one-hundred and sixty (160) hours (or the prorated portion of hours for employees that work less than fulltime). If two eligible employees experience the same Qualifying Event, both employees may take parental leave.

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The Human Resources Department will review this policy annually for any needed revisions.

List reviews and/or edits for the previous 10 years.		
Review Date	Review Agency	Review/Edit
4/13/2021	Human Resources	Edit