



## **Paid Parental Leave Policy**

Employees with newborns or newly adopted children may be eligible for up to four (4) weeks of paid leave. Paid parental leave must be taken within the first six (6) months of the birth or adoption of the child(ren). The amount of paid parental leave does not increase with multiple births or adopted children. Paid parental leave will run concurrently with Family and Medical unpaid leave of absence.

Employees who work a minimum of thirty (30) hours per week and who have been employed by the Library for at least twelve (12) consecutive months are eligible for paid parental leave at 100 percent of the employee's regular pay. Employees on paid parental leave will be paid on regularly scheduled pay dates.

Paid parental leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within six (6) months immediately following the birth or adoption. Unused paid parental leave may not be carried over to a time period following the six (6) months after the birth or placement of the child(ren). There is no payment for unused parental leave upon termination of employment.

If both parents are employed by the Library and eligible for paid parental leave, the combined leave taken must not exceed four (4) weeks per employee or eight (8) weeks combined leave. Leave may be taken consecutively by each employee.

This leave will not include any time taken by the mother for her own health condition following the birth of a child.

Employees who intend to seek this leave should speak with the Executive Director at least two (2) months before the anticipated start of the leave when possible, and submit a letter requesting such leave with the estimated start date and duration of the leave. Such leave shall be granted when it is possible to do so without unreasonable disruption of library services, in the sole discretion of the Executive Director.