



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
September 1, 2017		

I. PURPOSE

To set forth city-wide policy and authorization of Paid Parental Leave available to eligible employees.

II. POLICY

A. It is the policy of the City of Tucson to provide up to six (6) continuous weeks (not to exceed 240 hours) of Paid Parental Leave for eligible employees. The employee must request and use the six (6) weeks of Paid Parental Leave within twelve (12) weeks of the birth of the employee's child or adoption of a child five (5) years old or younger. In accordance with this Administrative Directive, Paid Parental Leave will be approved by the Human Resources Department. Paid Parental Leave is available only once during a continuous twelve (12) month period and shall be designated Family Medical Leave.

B. In addition to Paid Parental Leave, employees may be eligible for **unpaid** leave in accordance with the Medical and Parental Leave AD 2.01-7D. Paid Parental Leave utilized by an employee will be included as part of the twelve (12) month maximum allowable leave referenced in the Medical and Parental Leave AD and run concurrent with Family Medical Leave.

III. DEFINITIONS

A. **Eligible Employee** – means benefit-eligible permanent and probationary employees, including appointees, with one (1) year of continuous service immediately preceding the date of the request.

B. **Paid Parental Leave** – means up to six (6) weeks (not to exceed 240 hours) of continuous paid leave commencing on the day of the birth of an employee's child or the adoption of a child five (5) years old or younger.

C. **Regular Hourly Rate of Pay** – means the rate of pay designated on an employee's pay stub as "regular pay".

IV. PROVISIONS

A. Paid Parental Leave can be used for the birth of the employee's child or the adoption of a child who is five (5) years old or younger in order to care for or bond with such child. Such birth or adoption must have occurred on or after July 1, 2017.

B. Eligibility for Paid Parental Leave begins on the date of birth or adoption and must be used within twelve (12) weeks in a six (6) week continuous period (240 hours), or less, if the employee chooses to take less than six (6) weeks. Paid Parental Leave shall run concurrent with Family Medical Leave and the employee is eligible to accrue leave during this period.



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- C. Paid Parental Leave is available only once during a continuous twelve (12) month period. Additional Paid Parental Leave is not available if an employee has two births and/or adoption or combination of either within a single twelve (12) month period.
- D. If both parents are city employees, each parent is eligible for Paid Parental Leave and such leave may be requested and used at the same time, in a single block of continuous leave up to six (6) weeks (or 240 hours), or leave requests may be staggered in order for one parent at a time is on Paid Parental Leave. In no event will such leave requests be approved beyond the twelve (12) weeks following the date of birth or adoption, in accordance with this policy.
- E. The employee is required to submit the Request for Paid Parental Leave Form, with supporting documentation verifying the birth or adoption of the child, to the Human Resources Department for approval within seven (7) calendar days of the date of birth or adoption. All requests and supporting documents will be submitted to Central Human Resource Department.
- F. Absent good cause, any Paid Parental Leave request submitted later than seven (7) calendar days is subject to approval as of the date of receipt of required documentation, which may delay the effective approval date for Paid Parental Leave. This means the delayed effective approval date of the Paid Parental Leave will require the employee to take other leave or unpaid leave for any leave time the employee has taken prior to the effective approval date. Only leave within the twelve (12) weeks of birth or adoption of the child can be designated Paid Parental Leave. Any requests that are substantially delayed will only be approved for the remaining period that falls within the twelve (12) week period.
- G. Compensation will be at the employee's regular hourly rate of pay, not to exceed 240 hours, in effect at the time the leave commences and will not include allowances or special pay, with the exception of medical-opt out incentive if it is already in place prior to the date of birth or adoption. Employees enrolled in sick leave sell back program can continue to participate while on Paid Parental Leave.
- H. If an employee's one (1) year anniversary date falls after the birth or adoption of the child, the employee's anniversary date is the effective date of eligibility for Paid Parental Leave. The employee's eligibility is prorated to the anniversary date and the employee will be eligible to request any remaining time for which the employee would have been approved had the employee been eligible on the date of birth or adoption. (Example: Employee's one year anniversary date is October 15. Employee's child is born on September 1st. Employee's eligibility would have commenced on September 1st for twelve (12) weeks. Although the employee was ineligible for Paid Parental Leave from September 1 – October 14, on the employee's anniversary date of October 15, the employee will be eligible for the remaining six (6) weeks of the 12 week period of Paid Parental Leave.)



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- I. **Payback** of Paid Parental Leave at the regular hourly rate, which does not include employer contributions for benefits, will be required of an employee who fails to return to work or who resigns within 90 days following approved Paid Parental Leave, unless the reason for the employee's failure to return to work or resignation is due to the onset, recurrence or continuation of a serious health condition, as defined in Family Medical Leave AD 2.01-7C, of the employee or the child.

- J. This Administrative Directive cannot anticipate or address every situation that might occur with respect to Paid Parental Leave eligibility and use; therefore, the Human Resources Director has the authority to interpret this Administrative Directive consistent with the intent of TCC §22-91, *Leave Benefits Plan*.

Appendices Request for Paid Parental Leave Form.

References (for a complete list of references for the entire AD Leaves series, please see AD 2.01-7)

- 2.01-7 Employee Leaves
- 2.01-7B Sick Leave
- 2.01-7C Family and Medical Leave
- 2.01.7D Medical Leave and Parental Leave
- 2.01-7E Donated Leave
- 2.01-7N Earned Paid Sick Time

Review Responsibility and Frequency The Human Resources Director will review this directive as needed.

Authorized



 City Manager



 Date

