

Paid Parental Leave Policy

Policy This policy addresses paid parental leave as defined below for eligible County employees.

1) Summary of Leave Entitlements

Eligible Employees will receive a maximum of 180 hours of paid parental leave for purposes of caring for their newborn, adopted, newly placed foster child, or the placement of a court-ordered guardianship of a child/children (“Qualifying Event”). If a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings), the total amount of paid parental leave granted for that Qualifying Event will not be increased. In addition, in no case will an employee receive more than one period of paid parental leave in a rolling 12-month period, regardless of whether more than one Qualifying Event occurs within that 12-month time frame.

2) Eligibility

For purposes of the Paid Parental Leave Policy, “Eligible Employee” means a parent; legal guardian; foster parent; or registered domestic partner of a parent at the time of the qualifying event, who has worked for the County in a benefit eligible position for at least 12 months and worked at least 1,250 hours during the twelve-month period preceding the leave and who is eligible for Family Medical Leave Act (FMLA). Employees covered by a collective bargaining agreement shall be entitled to only those parental leave benefits explicitly provided for under the applicable collective bargaining agreement. Eligible part-time employees are entitled to a pro-rated benefit.

3) Procedures

Paid parental leave will run concurrently with FMLA. Annual leave and sick leave will continue to accrue during the period of paid parental leave, and the employee’s regular payroll deductions will continue during the duration of paid parental leave. Refer to the Family Medical Leave Act (FMLA) section of this Chapter.

- a. An Eligible Employee must submit the Request for Parental Leave Application and all required documentation at least 30 days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible, the employee must submit the requisite documentation as soon as practicable under the circumstances.
- b. Any notices required under this policy must be provided to the employee’s division director.
- c. If a medical emergency or other circumstance renders an Eligible Employee unable to complete the requisite form(s) or to provide the requisite notice(s), any documentation or notice required under this policy may be completed or given in person or by telephone and may be given by the employee’s spouse, registered domestic partner, or other family member. Written notice will not be required in the case of a medical emergency.
- d. Eligible Employees will be provided a bank of 180 hours which may be utilized for parental leave. Paid parental leave will be paid on a biweekly basis according to the County’s regularly scheduled payroll calendar. If a holiday occurs during paid parental leave, the employee will receive holiday pay in lieu of paid parental leave. Holiday pay will not reduce the hours of paid parental leave to which an employee is entitled.
- e. Approved paid parental leave may be taken on a continuous, consecutive basis or intermittently, within one year of the Qualifying Event.

- f. If both parents are Eligible Employees, as defined under this policy, each is eligible for 180 hours of paid parental leave.
- g. Upon termination of the employee's employment with the County, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

4) Coordination of Benefits

- a. Paid parental leave taken under this policy will run concurrently with leave under the FMLA. Any leave taken under this policy will be counted toward the 12 weeks of available FMLA leave per rolling 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the rolling 12-month FMLA period. Refer to the Family Medical Leave Act (FMLA) section of this Chapter.
- b. After the paid parental leave benefit is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' applicable paid leave, if available.
- c. Broward County will maintain all benefits for employees during the paid parental leave period just as if they were taking any other County paid leave, such as paid annual leave, job basis, or sick leave. All associated payroll deductions will continue during the paid parental leave.

5) Exclusions

Surrogate mothers and sperm donors who do not otherwise fall within the definition of Eligible Employee, are excluded from coverage under this policy.