

PARENTAL LEAVE TRAINING

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ELIGIBLE EMPLOYEES

To be eligible, the City employee must be:

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- Working Full-time.
- OR
- Working at least $\frac{3}{4}$ time.

AND

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- The biological parent of a newborn child.
- OR
- The adoptive parent/legal guardian of a newly-placed, adopted, minor child who resides in the same household.

THE TIME FRAME FOR LEAVE

1. Birth/Placement (event that triggers Waiting Period)
2. Waiting Period (14 calendar days, beginning day of birth/placement)
3. 70% Supplemental Leave Period (28 calendar days, beginning at the end of the Waiting Period)




THE WAITING PERIOD

- The Waiting Period begins on the day of birth or placement and lasts for 14 calendar days.
- The Waiting Period is unpaid.

During the Waiting Period, an employee may:

1. Work.
2. Take unpaid leave.
3. Use accumulated leave.
4. Exhaust accumulated leave and then take an advance of sick leave to cover the duration of the Waiting Period.



70% SUPPLEMENTAL PAID LEAVE PERIOD

After the Waiting Period, the Supplemental Paid Leave Period provides wages for 70% of an employee's *regular* hours. The hours are calculated by averaging the weekly hours worked over the three months immediately preceding the day of birth/placement of the child. The benefit does not provide for more than 70% (28 hours) of a 40-hour week.

The average number of regular hours worked, including all hours of paid leave, during the three month period immediately preceding parental leave shall be used to determine eligibility for and benefits under parental leave, but benefits cannot exceed forty hours per week and do not include overtime. Ordinance 310-2015, Section 1, J.

70% SUPPLEMENTAL BENEFIT: WAGE CALCULATION

To Determine the 70% Benefit:

1. Add the total hours worked over the immediately preceding three months, excluding donated time but including other kinds of paid leave;
2. Determine the average number of hours worked per calendar week;
3. If the average number of hours worked is over forty, use forty hours as the average;
4. Multiply the average number of hours by 70%. That number is the number of Paid Parental Leave hours to which the employee is entitled each week of the four week Parental Leave;
5. Multiply the number of Paid Parental Leave hours by the employee's regular hourly wage. That number is the maximum dollar amount of paid parental leave the employee may take each week during the four weeks of Paid Parental Leave.

3 Months immediately Prior to Waiting Period
Calculation Time Frame

Average: Regular hours, Paid Leave

Do not count: Unpaid Leave, Donated Time, other hours



14 days
Waiting Period

28 days
70% Supplemental Leave
Period

70% SUPPLEMENTAL BENEFIT: WAGE EXAMPLES

Example 1: An employee who averages 40 hours of work during the preceding three months will be eligible for ____ hours of regular pay per week, and may subsidize up to ____ hours per week in accumulated leave.

Example 2: An employee who averages 30 hours of work during the preceding three months will be eligible for ____ hours of regular pay per week, and may subsidize up to ____ hours per week in accumulated leave.

Example 3: An employee who averages 60 hours of work during the preceding three months will be eligible for ____ hours of regular pay per week, and may subsidize up to ____ hours per week in accumulated leave.

Example 4: An employee who takes Leave Without Pay or uses only donated time for three months prior to the Waiting Period will be eligible for ____ hours of regular pay per week, and may subsidize up to ____ hours per week in accumulated leave.

70% SUPPLEMENTAL BENEFIT: THE OTHER 30%

30% of a 40-hour employee's regular hours is 12 hours.
12 hours/week for 4 weeks = 48 hours.

To compensate for the other 30% of an employee's *regular* hours, the employee may:

1. Use accumulated sick leave.
2. Not use leave to supplement the 70% benefit.
3. Return to work, forfeiting the remaining benefit.

The employee *may not* take advanced sick leave for use during the 28-calendar day 70% Supplemental Leave Period.

Parental leave under the policy shall run concurrently with Family and Medical Leave Act (FMLA) leave. Ordinance No. 310-2015, Section L.

BENEFITS DURING LEAVE

- 1) Health Insurance: Employees remain eligible. Those who go to unpaid status will be responsible for the premiums upon return.
- 2) Leave Accrual: Employees continue to accrue sick leave and vacation.
- 3) Overtime: No employee can earn overtime while on Parental Leave.
- 4) Donated Time: Employees are not eligible to receive Donated Time while on Parental leave.

Employees are eligible for all employer-paid and employer-provided benefits and will continue to accrue other forms of paid leave while on parental leave. Ordinance 310-2015 Section 1. G.

BENEFITS DURING LEAVE: HOLIDAY PAY

If an employee does not elect to fully supplement Parental Leave (totally, during the Waiting Period, and 30%, during the 70% Paid Leave Period), they will not receive Holiday Pay for holidays that fall during their leave; they will receive whatever portion of leave they have elected to take.

If an employee does elect to fully supplement Parental Leave, for holidays that fall during their leave, they will receive Holiday pay *instead of* their elected compensation. During the Waiting Period, they will receive 8 hours of Holiday Pay instead of using 8 hours of leave or working. During the 70% Paid Leave Period, they will receive Holiday Pay instead of using 8 hours of leave (70% Parental Leave, which is lost at that point, and 30% accumulated leave, which stays in their bank).

Employees are ineligible to receive holiday pay while receiving any unpaid or partially paid parental leave unless they elect to substitute paid leave so they receive their full pay during parental leave. Ordinance 310-2015, Section 1. I.

BENEFITS DURING LEAVE: ADVANCED SICK LEAVE

Employees who do not have sufficient sick leave balances to cover the Waiting Period may receive an advance on sick leave to cover it (max. 80 hours).

If an employee takes an advance on sick leave during Parental Leave, and has a negative sick leave balance at the end of Parental Leave, the employee may take an additional advance of up to 5 days of advanced sick leave after returning to work.

Any employee who has a negative balance of sick days after taking an advance of paid sick days following the birth or adoption of a child may take an additional advance of up to five days of paid sick leave after returning to work. Ordinance 310-2015, Section 2.

RETURNING TO WORK

An employee is expected to return to work after the six weeks of Parental Leave. If the employee needs extended medical leave, regular policy and contract requirements apply.

Using the 5 additional Advanced Days

- May be taken and used only after the employee has returned to work.
- Are not, under any circumstances, to be used as an extension of Parental Leave.
- Must be used within 12 months and in accordance with normal sick leave policy.

Advancing leave creates a negative sick leave balance

- After Parental Leave, employees with negative sick leave balances are ineligible for sick leave, *with the exception of the 5 days optionally advanced after the employee returns to work.*
- Employees pay back their advanced sick leave as they would normally accrue it.
- If an employee leaves City employment before their balance rises to zero, the City reserves the right to recoup the value of the advanced days from the employees last paycheck, retirement contributions, or any leave balances paid out.

CHRIS CODES

CODES	Use
PLP	70% Paid Parental Leave
PLU	Unpaid leave that the employee does not supplement
SPM	Sick With Pay – Maternity. To be used only for paid sick leave taken for Parental Leave.
Other Sick, Vacation, FMLA, etc.	Unchanged; used regularly when employee supplements Parental Leave.



THE ONLINE RESOURCE LIBRARY

The Online Resource Library will include:

- A Link to the Policy
- FAQs
- Request Form
- This Presentation

The Online Resource Library will be available on CityMatters.
These documents are all available individually, now.

THE POLICY

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Human Resources Policies and Procedures

No. 4.7 Parental Leave Policy No. of Pages: 5
Revision Date: 1-1-2016
City Manager Harry Black Supersedes: HR Director Georgetta Kelly

4.7 Parental Leave

A. Purpose

Effective January 1, 2016, it is the policy of the City of Cincinnati to provide Parental Leave for permanent, full-time employees of the City, for the birth of a newly-born child or for the adoption of a minor child. This procedure sets forth the guidelines and requirements for taking Parental Leave, and sets forth the processes involved with providing Parental Leave to employee. The Human Resources Department has oversight for enforcement of this policy and the Human Resources Director may review exceptional circumstances on a case-by-case basis.

B. Guidelines

Every permanent, full-time employee, working at least ¾ time, and who accrues vacation and sick leave, is eligible for six weeks of Parental Leave. The employee must be the biological parent of a newly-born child or the legal guardian/adoptive parent of a minor child and reside in the same household. Parental leave consists of a 14-calendar-day "waiting period" and 28 calendar days of paid Parental Leave in accordance with this policy.

If both parents are employees of the City of Cincinnati, they are each eligible for six weeks of Parental Leave. The parents may elect to take leave concurrently, or they may elect to take Parental Leave consecutively. In no instance shall the combined Parental Leave extend beyond twelve weeks after the biological child is born or the adopted minor child is placed.

C. Eligibility

In order to be eligible for Parental Leave the employee must be:

- 1) In a permanent, full-time status working at least ¾ time; and
- 2) The biological parent; or
- 3) The legal guardian/adoptive parent of a newly-adopted minor child who resides in the same household.

Employees electing to take parental leave must provide a birth certificate, adoption certificate, or other appropriate documentation within 90 days of the birth or placement. Failure to do so may result in the forfeiture of leave and the employee will be responsible for reimbursing the City the value of any benefits received under this policy.

Multiple births or adoptions within six weeks of each other shall be considered one qualifying event for purposes of determining eligibility for Parental Leave.



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D. Time Frame

This policy takes effect on January 1, 2016. Employees who adopt children or whose biological children are born before midnight on December 31, 2015, are not eligible for this benefit. After the birth or adoption of a child born on or after January 1, 2016, the employee's two-week waiting period may begin.

Except as otherwise provided in this chapter, as used in this policy:

- 1) Parental Leave consists of a 14-day Waiting Period, which immediately follows the birth or adoption of an eligible child, followed by the 28-day 70% Supplemental Leave Period.
- 2) The Waiting Period begins on the day a child is born or adopted.
- 3) The 70% Supplemental Leave Period may not exceed 28 calendar days and must immediately follow the end of the Waiting Period.
- 4) After the expiration of the Parental Leave, additional leave will be governed by City policy or the applicable collective bargaining agreement.

E. Waiting Period

Employees taking Parental Leave must serve a waiting period of 14 calendar days. The Waiting Period begins on the day the biological child is born or the adoptive child is placed.

During the Waiting Period, employees may elect to:

- Take two weeks of unpaid leave;
- Work their regular and assigned schedule; or
- Use accumulated, paid leave from employee's leave balances.

If the employee does not have enough sick leave to cover the entire Waiting Period, the employee may use vacation. If the employee does not have enough sick leave or vacation, the employee may be advanced sick leave, consistent with this procedure to cover the Waiting Period. Once the two week waiting period has elapsed, the employee will then be eligible for four weeks of paid Parental Leave.

All time off from work during the Waiting Period, including unpaid time, is to be charged against the employee's FMLA leave entitlement, to the extent the employee is entitled to FMLA leave.

F. 70% Supplemental Leave

Once the employee has completed the two week waiting period, the employee is then eligible for 28 calendar days of supplemental leave. The employee will be paid 70% of the average number of regular hours worked over the three month period preceding the Parental Leave, including paid leave other than donated time, but excluding any overtime hours. Benefits cannot exceed 40 hours per week and do not include overtime.

Employees may supplement the remaining 30% of regular hours with accumulated paid leave.

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1) Calculating the 70% Pay

At no time shall an employee receive paid Parental Leave of more than 70% of their regular wage, calculated for a 40-hour week, during any of the weeks of Parental Leave. To determine 70% of the employee's wage:

- i) Add the total hours worked over the immediately preceding three months;
- ii) Determine the average number of hours worked per calendar week;
- iii) If the average number of hours worked is over forty, use forty hours as the average;
- iv) Multiply the average number of hours by 70%. That number is the number of Paid Parental Leave hours to which the employee is entitled each week of the four week Parental Leave;
- v) Multiply the number of Paid Parental Leave hours by the employee's regular hourly wage. That number is the maximum dollar amount of paid parental leave the employee may take each week during the four weeks of Paid Parental Leave.

Example 1: An employee who averages 40 hours of work during the preceding three months will be eligible for 28 hours of regular pay per week, and may subsidize up to 12 hours per week in accumulated leave. Employees averaging more than 40 hours per week should use 40 as the average rather than the actual average number of hours worked.

Example 2: An employee who averages 30 hours of work during the preceding three months will be eligible for 21 hours of regular pay per week, and may subsidize up to 9 hours per week in accumulated leave.

Example 3: An employee who is a nonpaid status or is utilizing only donated time for the three months prior to the Waiting Period will be eligible for 0 hours of Parental Leave pay per week.

G. Supplementing Parental Leave with Sick Leave and Vacation

An employee may use sick leave in accordance with City policy to supplement Parental Leave. Sick leave hours taken to supplement Parental Leave must be taken concurrently with FMLA leave in accordance with City policy 4.3(6).

Employees who have exhausted sick leave may use vacation time, in accordance with City policy to supplement Parental Leave. The employee may take vacation leave to the extent the employee would be eligible to take vacation leave if the employee were not on Parental Leave. Represented employees should refer to the appropriate collective bargaining agreement for more information about using vacation.

Donated time may not be used to supplement Parental Leave.

H. Benefits during Parental Leave

Employees remain eligible for all employer-paid and employer-provided benefits and will continue to accrue other forms of paid leave while on Parental Leave.

1) Health Insurance

Employees on Parental Leave remain eligible for health insurance coverage. If the employee elects to be in non-paid status for the two week waiting period, the employee will



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be responsible for paying the employee portion of health insurance premiums. If the employee does not take paid leave during the waiting period, repayment of the premiums will be consistent with the City's policy for collecting premiums while an employee takes Leave Without Pay.

2) Holiday Pay

Employees are ineligible for holiday pay during the period of time they receive unpaid or partially paid Parental Leave. An employee is eligible to receive holiday pay, as applicable by City policy, if they receive full pay throughout the entire leave period and if they comply with all other policy and provisions in the applicable collective bargaining agreement.

Eligible employees will receive full holiday pay, instead of receiving 70% Parental Leave pay and using 30% supplemental pay, for holidays that occur during their Parental Leave.

Sworn police and fire personnel forfeit the equivalent holiday hours for any holiday that falls within any portion of the parental leave that the employee is ineligible to receive holiday pay.

In no instance will the occurrence of a holiday during an employee's Parental Leave justify an extension of any kind.

3) Overtime

Employees are not eligible for any overtime while on Parental Leave. Overtime hours are not included when calculating the average number of hours worked in the preceding three months.

4) Donated Time

Employees electing Parental Leave are not eligible to receive donated time for any part of the six week Parental Leave. This includes the waiting period and the supplemental leave.

5) Advanced Leave

Employees who do not have sufficient sick leave balances to cover the Waiting Period may receive an advance on sick leave to cover the time period the employee is eligible to take sick leave. The advance will be entered as a negative balance and will remain negative until the employee has accrued sufficient leave to offset the sick time advanced.

No more than 80 hours (for an employee working 40 hours) may be advanced for the 14-day Waiting Period. Employees working at least $\frac{3}{4}$ time, but less than 40 hours, can receive advanced leave on a prorated amount.

Any employee who has a negative sick leave balance at the end of the Parental Leave, after returning to work, may elect to receive an additional advance of five sick days to be used within twelve months. This time can only be used for instances that qualify for sick leave. It is the responsibility of the supervisor of the employee to monitor and ensure that the employee does not exceed the five additional days within the following twelve month period.

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Donated time may not be used to bring a negative leave balance back to zero.

6) Reimbursement of Advanced Sick Leave

With the exception of taking the five days potentially advanced to the employee at the end of Parental Leave, employees who are advanced sick leave will be ineligible to take sick leave until the employee has accrued the equivalent hours of sick leave that was advanced.

7) Reimbursement of Unearned Advanced Sick Leave

Employees leaving City service prior to earning back advanced sick leave will owe the City for the value of the paid sick days that were not earned back. The City reserves the right to withhold the amount owed from the employee's last paycheck, any retirement contributions withdrawn, or any leave balances paid out.

FAQs

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Frequently asked Questions

Eligibility

- 1. When is this policy effective?**
January 1, 2016.
- 2. I had my baby/adopted my child in December. Does this policy apply to me?**
No. The policy applies only after January 1, 2016. Employees who adopt children or whose biological children are born before midnight on December 31, 2015, are not eligible for this benefit.
- 3. I work part-time and less than ¾ time. Does the policy apply to me?**
No. The policy applies to permanent full time employees working at least ¾ time.
- 4. My child's other parent works for Cincinnati. Can we both take leave?**
Yes. If both parents are employees of the City of Cincinnati, they are each eligible for six weeks of Parental Leave. The parents may elect to take leave concurrently, or they may elect to take Parental Leave consecutively. In no instance, shall the combined Parental Leave extend beyond twelve weeks after the biological child is born or the adopted minor child is placed.
- 5. The other parent of my child is not married to me. Can we still use leave for our new born child?**
Yes. The parents may elect to take leave concurrently, or they may elect to take Parental Leave consecutively. In no instance, shall the combined Parental Leave extend beyond twelve weeks after the biological child is born.
- 6. The child I adopted is a minor. Can I use the policy for leave?**
Yes. The policy applies for the birth of a newly-born child or for the adoption of a minor child.
- 7. I am adopting a child and my significant other does not live with me but will help raise the child. Is leave available for the other parent if not living with us?**
No. Leave is available for the adoption of a minor child living in the same household as the employee.
- 8. What verification is needed to take the leave and how soon do I have to provide verification of birth or adoption?**

Verification is needed within 90 days of the birth or placement. Failure to do so may result in the forfeiture of leave and the employee will be responsible for reimbursing the City the value of any benefits received under this policy.

- 9. I have more than one child being born within the same time frame. Can I take leave for both children?**
Multiple births within six weeks of each other shall be considered one qualifying event for purposes of determining eligibility for Parental Leave.
- 10. I am adopting more than one child and the second child is not coming to live with me for a few months. Can I take a leave when the second child comes?**
Yes. Multiple adoptions within six weeks of each other shall be considered one qualifying event for purposes of determining eligibility for Parental Leave. If the second child arrives more than six weeks after the first, leave is permitted.

Time Frame

- 11. How long of a leave can I take?**
Parental Leave consists of six calendar weeks, including a 14 calendar day Waiting Period, which immediately follows the birth or adoption of an eligible child, followed by the 28 calendar day 70% Supplemental Leave Period.
- 12. When can I take the leave?**
After the birth or adoption of a child born on or after January 1, 2016, the employee's waiting period begins. After the expiration of the Parental Leave, additional leave will be governed by City policy or the applicable collective bargaining agreement.
- 13. How long is the waiting period?**
The Waiting Period lasts for two weeks (fourteen calendar days) beginning on the day an eligible child is born or adopted. Employees taking Parental Leave must serve a waiting period of fourteen calendar days.
- 14. When does the waiting period begin?**
The Waiting Period begins on the day the biological child is born or the adoptive child is placed.

Pay

- 15. I want to be paid during the waiting period. How can I do this?**
Employees may work their regular and assigned schedule or use accumulated, paid, leave. If no leave banks are available, you may request advanced sick leave.

FAQs

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16. How much of my pay does the City cover while I am on leave?

70% of the regular rate. The 70% Supplemental Leave Period lasts for, at most, four weeks immediately following the end of the Waiting Period.

17. How is the 70% determined for most employees?

- a. Add the total hours worked over the immediately preceding three months;
- b. Determine the average number of hours worked per calendar week;
- c. If the average number of hours worked is over forty, use forty hours as the average;
- d. Multiply the average number of hours or 40 (whichever is less) by 70%. That number is the number of Paid Parental Leave hours to which the employee is entitled each week of the four week Parental Leave;
- e. Multiply the number of Paid Parental Leave hours by the employee's regular hourly wage. That number is the maximum dollar amount of paid parental leave the employee may take each week during the four weeks of Paid Parental Leave.

18. I am a Fire Fighter working a 48 hour schedule. How is my Parental Leave calculated?

Sworn employees with the Fire Department will have their average hours worked during the preceding 3 months calculated. As long as the hours average 40 or more, the employee will be eligible for 40 hours of parental leave. The rate of pay used should be the rate of pay for the 40 hour equivalent position. However, the leave used to supplement the parental leave must be prorated to reflect an accrual based on 48 hours. The employee should receive 28 hours of parental leave at the hourly rate of the 40 hour classification and 12 hours of supplemented leave also at the hourly rate of the equivalent 40 hour classification. An additional ~2.4 hours of leave must be adjusted to account for the accrual at 48 hours but being taken at the 40 hour rate.

19. How can I cover the additional portion of the leave that is not covered by the City?

Employees may supplement the remaining 30% of regular hours with accumulated paid leave.

20. I do not work a standard Monday through Friday work week. How is my leave time counted so I get the same days off as employees working a standard week?

Once an employee has completed the 14-calendar day waiting period, the employee is then eligible for 28 calendar days of supplemental leave.

21. I work a lot of overtime and depend on it to take care of my family. Will I get the same level of pay while on parental leave?

The employee will be paid 70% of the average number of regular hours worked over the three month period preceding the 70% Supplemental Leave. Benefits cannot exceed 40 hours per week and do not include overtime.

22. Can I use unpaid leave time if I do not have sick or vacation time?

Employees who are not eligible to use accrued sick or vacation leave may take unpaid leave during the Waiting Period and may choose not to supplement the four-week Paid Leave period with accumulated leave balances.

Benefits

23. Will I lose my benefits while on parental leave?

Employees remain eligible for all employer-paid and employer-provided benefits.

24. Does Parental Leave count towards my FMLA benefit?

Yes. All time off from work during the Waiting Period, including unpaid time, is to be charged against the employee's FMLA leave entitlement, to the extent the employee is entitled to FMLA leave. Sick leave hours taken to supplement Parental Leave must be taken concurrently with FMLA leave in accordance with City policy 4.3(6) and counted against any sick usage incentives.

25. Can I use donated time to supplement my pay? My co-workers are willing to donate.

Donated time is may not be used to supplement any portion of Parental Leave.

26. Do I earn vacation and sick time while on parental leave?

Yes. Employees remain eligible for employer-paid and employer-provided benefits and will continue to accrue other forms of paid leave while on Parental Leave.

27. Will I earn Holiday pay if I am in a fully paid status, meaning I am using sick or vacation time?

Yes. An employee is eligible to receive holiday pay, as applicable by City policy, if they receive full pay throughout the entire leave period and if they comply with all other policy and provisions in the applicable collective bargaining agreement.

28. There are holidays during my parental leave time frame. Will this extend my leave?

FAQs

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No. In no instance will the occurrence of a holiday during an employee's Parental Leave justify an extension of any kind.

Advanced Sick Leave

29. I do not have enough sick or vacation time to supplement my leave. Can I buy sick or vacation time?

Employees who do not have sufficient sick and vacation leave balances to cover the Waiting Period can use advanced sick leave or purchased vacation time. The advanced sick leave will be entered as a negative balance and will remain negative until the employee has accrued sufficient leave to offset the sick time advanced. To subsidize 30% of the 70% Paid Leave period, employees may use purchased vacation time but will NOT be advanced sick leave.

30. What happens if I have a negative sick leave balance and need to use a sick day for myself or family member?

Any employee, who has a negative sick leave balance at the end of the Parental Leave, after returning to work, may elect to receive an additional advance of five sick days to be used within twelve months. This time can only be used for instances that qualify for sick leave.

31. How much sick time can be advanced?

No more than 80 hours (for an employee working 40 hours) may be advanced for the 14-day Waiting Period. No sick leave is advanced to supplement the 30% leave.

32. I work less than 40 hours per week but am considered full time. Can I still advance 80 hours of sick leave?

No. Employees working at least $\frac{3}{4}$ time, but less than 40 hours, can receive advanced leave on a prorated amount.

33. I have a negative sick balance because I got an advance for parental leave. I returned to work. Can I ask for donated time to cover this negative balance?

No. Donated time may not be used to bring a negative leave balance back to zero.

34. I did not return to work or left City service after using a sick leave advance. Do I owe the City for those funds used to provide me with leave?

Employees leaving City service prior to earning back advanced sick leave will owe the City for the value of the paid sick days that were not earned back. The City reserves the right to withhold the amount owed from the employee's last

paycheck, any retirement contributions withdrawn, or any leave balances paid out.

35. How will the City collect the funds to cover the advance provided from my Parental Leave time?

The City reserves the right to withhold the amount owed from the employee's last paycheck, any retirement contributions withdrawn, or any leave balances paid out.

DOCUMENTATION: PARENTAL LEAVE REQUEST FORM

PARENTAL LEAVE REQUEST FORM



Complete and return this form to your Department HR Liaison

Please complete this form in its entirety. Incomplete requests for leave will not be granted.

Employee Name:	CHRIS ID:
Department:	Date Received:
Hours normally worked each week: _____	
Current Balances: Sick: _____ Vacation: _____	
Other Leave to use and balances: _____	

Complete the Leave Schedule to show the schedule of hours you are requesting to use:

WEEK	Parental Leave Hours	SWP hours	Vaca Hours	Adv Sick hours	Other (specify)	Working hours	Unpaid Hours	Total (40 max)
WAITING PERIOD								
Week 1	0							
Week 2	0							
70% SUPPLEMENTAL LEAVE PERIOD								
Week 3				0				
Week 4				0				
Week 5				0				
Week 6				0				
Totals								
Not to Exceed:	112	128	128	80	128	80	128	240

Employee Initials: _____

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PARENTAL LEAVE REQUEST FORM



Employee Acknowledgments

- I am a permanent City of Cincinnati employee working as a _____ (title):
 - Full-time (40+ hours per week).
 - Part-time (30 - 40 hours per week).
 - Less than 30 hours/week. I am not entitled to this benefit.
- I am requesting Parental Leave as an eligible employee effective upon the following event:
 - The birth of my biological child.
 - The placement of an adopted child who will reside in my household.
- The future due date of the child, or scheduled date of placement, is:
 - _____
- I will return to work on:
 - _____

I authorize adjustments to my payroll and leave balances for the purposes noted above.

I understand that Payroll may need to make adjustments to my request based on my available leave.

I understand that Parental Leave is contingent upon proof of the birth or adoption.

I understand that I must pay back any advanced leave taken pursuant to this policy.

Employee Signature: _____ Date: _____

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QUESTIONS?

Please direct any questions regarding parental leave to:

Ed Ramsey

Human Resources Department

[352.2403](tel:352.2403)

Ed.Ramsey@cincinnati-oh.gov