

	<p>Policy # 837</p>
<p>Subject: Parental Leave</p>	
<p>Responsible Department: Personnel Services</p>	
<p>Effective Date: 05/1980</p>	<p>Revision Date: 10/2018</p>
<p>David Devine Director of Personnel Services</p>	<p>Navdeep S. Gill County Executive</p>

1. **Purpose**

The purpose of Parental Leave is to facilitate parental bonding, allow for family adjustment, and provide child care during the birth or adoption of a new child.

2. **Authority**

Sacramento County Code Section 2.78.767

3. **Scope**

This policy applies to all County employees.

Definitions

Continuous Employment - Employment uninterrupted from the date of appointment except by authorized absence. See County Code, Personnel Ordinance section 2.78.224

Parent - The employee who is either the natural or adoptive mother or father. A registered domestic partner may be a natural or adoptive parent.

Regular Employee - Any officer or employee, in civil service or not in civil service, who occupies a permanent position, whether part-time or full-time, established in accordance with the annual salary ordinance, in the class which is intended for permanent or career-type employment; any elected official and any exempt deputy or assistant; and any regular employee who temporarily transfers to a temporary position. See County Code, Personnel Ordinance section 2.78.276.

4. Policy

An eligible regular County employee may schedule a paid Parental Leave of up to 160 hours upon the birth or placement of a child in the care of the employee for purpose of adoption.

Standards of Application

Eligibility:

In order to be eligible, the employee must:

- Be a regular County employee
- Have at least one year of continuous employment (with no break in service) within six months after the date of birth of a child or placement of a minor child in the care of the employee and verification of their intent to adopt.

Time Off:

Full-time regular employees shall be eligible for a maximum of 160 hours of Parental Leave, regardless of the number of children born or adopted at one time, even if the children were born or placed for adoption on different days. Part-time regular employees receive a pro-rated number of hours.

If both parents are employed by the County and meet the eligibility requirements, each employee is entitled to 160 hours of Parental Leave (prorated for part-time). Both leaves must be taken within six months after the date of birth of a child or placement of a minor child in the care of the employee.

Parental Leave cannot be extended beyond the six month time period (from the date of birth or placement of a minor child in the care of the employee for purposes of adoption). Any hours not used within the six-month period are forfeited.

If the birth or adoption of a minor child takes place while the employee is on military leave, an extension may be granted. The extension is equal to the amount of time taken for military leave, but cannot exceed six months.

Coordination of Leaves:

While on Parental Leave, if an employee or qualifying family member is incapacitated for one or more days due to illness or injury, the employee may charge such days to the appropriate sick leave (self or family). In

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such event, the employee shall promptly notify the appointing authority to obtain approval and provide documentation as required.

Use of jury duty or family death leave is permissible. The employee shall promptly notify the appointing authority to obtain approval and provide documentation as required.

Use of sick leave, jury duty or family death leave will not extend the six month period available to use your Parental Leave.

No other time off shall be used while on Parental Leave.

Parental Leave is separate and distinct from the use of Pregnancy Disability Leave (PDL) and does not run concurrently.

Parental Leave is separate and distinct from the use of Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) but may run concurrently.

Approval:

The employee shall complete and submit a copy of the "Request for Parental Leave" form (including written substantiation) as soon as possible prior to the anticipated start of the Parental Leave.

Parental Leave shall be approved by the employee's appointing authority, except if the granting of the Parental Leave request would unduly interfere with, or cause severe hardship upon, department operations. Wherever possible, departments shall make every effort to permit Parental Leave, whether on a full-time or part-time basis.

If the employee is eligible for FMLA/CFRA leave to care for a new child, the County cannot deny the request for parental leave, even if it will cause a hardship to departmental operations.

Benefits:

Parental Leave is a paid leave. The employee shall be entitled to all of the same benefits as any employee on active status.

Employees on Parental Leave shall accrue the same applicable leave accruals as any employee on active status.

Special pay allowances shall continue during the period of Parental Leave.

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Employees shall accrue applicable service credits during the period of Parental Leave.

5. Review

To be reviewed every 5 years or as required by law.