



## PAID PARENTAL LEAVE POLICY

<b>PURPOSE</b>	The City seeks to promote health and wellness for employees and their families by providing paid time off for City employees for the care of and bonding with a child added to their immediate family, or for City employees who experience a covered Event.
<b>SUMMARY</b>	On the effective date, eligible City of Boston employees, as defined below, may be granted up to 12 weeks of compensated time off for the care of and/or bonding with a child added to their immediate family or for City employees who experience a covered Event.
<b>WHO IS IMPACTED</b>	<p><b><u>Eligible Employees</u></b></p> <p>Regardless of gender or marital status, an employee is eligible for Paid Parental Leave upon meeting all of the following criteria:</p> <ol style="list-style-type: none"><li>1. The employee has been employed by the City of Boston in a benefits-eligible position for at least 12 consecutive months or 52 consecutive weeks without any break in service*;</li><li>2. The employee has been in pay status for at least 1250 hours in the preceding 12-month period;</li><li>3. The employee is either (a) not covered by a collective bargaining agreement or (b) is covered by a collective bargaining agreement through: AFSCME; AFSCME 1526; Boston Park Rangers Association; Boston Police Detective Benevolent Society, Forensics Group; IAFF; Municipal Police Patrolmen's Association (MPPA); New York Typographical Union, CWA Local 14156; Office and Professional Employees International Union (OPEIU), Local 6; PSA; SEIU; SENA; or other union that has executed and ratified, if required, a collective bargaining agreement or amendment containing specific reference to this Paid Parental Leave Policy; and</li><li>4. The employee experiences an Event on or after the effective date of this Paid Parental Leave Policy.</li></ol>

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**When Both New Parents are Employed by City**

If both parents are employed by the City and meet the eligibility criteria set forth above, each employee is separately entitled to up to 12 weeks of Paid Parental Leave, which may be taken concurrently, subsequently, or in any other combination.

**Bridge to Eligibility\***

Provided they meet the other eligibility criteria, employees who experience an Event prior to completing 12 months of continuous service will become eligible to take leave under this policy once they complete 12 months of continuous service. Until such time as an employee completes 12 months of continuous service, an employee experiencing an Event may use any accumulated sick or other leave, if approved by the Office of Human Resources, as a bridge to eligibility under this policy. In such instances, the employee's eventual use of Paid Parental Leave is not extended and expires within 12 months of the date of the Event.

**Termination of Eligibility**

- Eligibility for Paid Parental Leave ends if an employee transfers to an ineligible position.
- Paid Parental Leave is not paid out upon separation from employment and cannot be donated to other employees.

**POLICY OVERVIEW**

**Paid Leave Periods**

Eligible employees may take Paid Parental Leave in any of the following ways:

1. **One Continuous Period** - Eligible employees may take off one continuous period of time totaling up to 12 weeks;
2. **Two Continuous Periods** - Eligible employees may take off two continuous periods of time provided the two continuous periods of time combined total no more than 12 weeks; or

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- 3. **Intermittent Periods** - Eligible employees may take leave under this policy on an intermittent basis as requested and approved by the Office of Human Resources provided the leave is taken in full-day increments and does not unreasonably interfere with operational needs of the employee’s department and position.

All Periods of Paid Parental Leave must be completed within one year of the Event.

**Parental Leave Pay Rate**

For Paid Parental Leave, eligible employees receive:

- 100 percent of base wages based on regular work hours for the first four weeks of leave;
- 75 percent of base wages based on regular work hours for the following four weeks of leave; and
- 50 percent of base wages based on regular work hours for the remaining four weeks of leave.

**Supplementation with Other Leave Benefits**

With approval, eligible employees may use any accrued time (e.g., sick, vacation, personal or compensatory) as a supplement to receive compensation up to 100% of base pay during any weeks that Paid Parental Leave alone provides less than 100% of base pay.

- The employee’s choice(s) regarding supplementation through the use of accrued sick and no pay supplementation time will not count as instance(s) under the City’s Attendance Policy.
- The employee’s supplementation choice(s) **may** affect the timing or eligibility for vacation drop, step increases, eligibility for leave buyback, or continued health insurance coverage, all of which should be addressed with the employee’s personnel officer when requesting approval of Paid Parental Leave.

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**Concurrent Leave**

**Employees Eligible for FMLA/MPLA**

The paid time off under this Paid Parental Leave Policy will run concurrently with available leave under the City’s Medical Leave Policy (parental leave component), the Family & Medical Leave Act (FMLA), and the Massachusetts Parental Leave Act (MPLA). Employees must comply with the notice and documentation requirements necessary for FMLA and MPLA leave. Employees may only use other accrued paid time off consistent with the requirements of the City’s Medical Leave Policy (parental leave component).

At their option, employees may take Paid Parental Leave in weeks compensated at less than 100% base pay without supplementation. In the alternative and with approval, employees may use accrued sick, vacation, personal or compensatory leave to supplement their Paid Parental Leave compensation up to 100% of their base pay.

**First (or Only) Continuous Period of Paid Parental Leave**

Any period during which the Paid Parental Leave and FMLA run concurrently, will not count as an instance under the City’s Attendance Policy.

**Second Continuous Period of Leave and/or Intermittent Leave Taken in Full Day Increments**

If the second continuous period and/or schedule of intermittent Paid Parental Leave, which intermittent schedule may be taken only in full day increments, is used to **care** for an employee after childbirth or a child with a serious health condition, the time off under this second continuous period will be treated the same as time off during the first continuous period of Paid Parental Leave.

If the second continuous period and/or schedule of full-day intermittent Paid Parental Leave is for **bonding** with a child and not for health-related caregiving, the second continuous period and/or full-day intermittent schedule of Paid Parental Leave will not count toward the employees’ FMLA/MPLA annual entitlement and will not run concurrently with FMLA/MPLA.

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	<p><b>Employees Not Eligible for FMLA or the MPLA</b> Paid Parental Leave time off will not count toward the employees' FMLA/MPLA annual entitlement.</p>
<p><b>TERMS TO KNOW</b></p>	<p><b><u>Event</u></b></p> <p>“Event” means the addition of a child under the age of 18 (or under age 23 with a physical or mental disability) to the Employee’s family through childbirth, surrogacy, adoption, foster care placement, or other legal status or placement. The term “Event” also includes a pregnancy loss occurring 20 or more weeks into the pregnancy.</p> <p>The birth, adoption or foster care placement of multiple children at the same time constitutes only one Event.</p> <p><b>Loss of pregnancy under 20 weeks:</b> Employees who meet the eligibility criteria for this Policy and who experience pregnancy loss for any reason prior to 20 weeks may be eligible for leave with pay for up to 5 days. Employees may also be eligible for leave under the City’s FMLA Policy.</p>
<p><b>STEPS TO TAKE</b></p>	<p><b><u>Provide Advance and Effective Notice</u></b></p> <p>All Paid Parental Leave requires effective notice from the employee and approval from the Office of Human Resources.</p> <p>Effective notice is given when the employee submits all of the following to the Office of Human Resources <b>at least 30 days before</b> the Event:</p> <ul style="list-style-type: none"> <li>• A written request to use Paid Parental Leave;</li> <li>• A written designation of the choice to take Paid Parental Leave in one continuous period or in two continuous periods of time; and</li> <li>• The anticipated start date and duration of the requested Paid Parental Leave.</li> </ul> <p>If exigent circumstances make it unreasonable to provide 30-days advance notice, employees must provide notice as soon as practicable. Failure to provide appropriate notice may delay the consideration or approval of the request.</p>

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	<p>The Office of Human Resources may request appropriate supporting documentation to determine whether the leave can be approved. In these circumstances, Paid Parental Leave will not be approved until the employee submits the requested information.</p> <p><b><u>Submit Required Documentation</u></b></p> <p>The City requires the following certification forms for Paid Parental Leave, as applicable:</p> <ul style="list-style-type: none"> <li>• Mother’s Letter - received upon discharge from hospital</li> <li>• <a href="#">Form WH 380E</a> (for the birth of a child)</li> <li>• <a href="#">Form WH 380F</a> (for adoption, foster care placement, leave for non-birthing parent)</li> <li>• Medical documentation evidencing loss of pregnancy after 20 weeks gestation</li> </ul>												
<p><b>WHOM TO CONTACT</b></p>	<p>Submit a ticket through the Beacon portal or by email to <a href="mailto:Beacon@boston.gov">Beacon@boston.gov</a>, or call (617) 635-3370.</p>												
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<p><b>POLICY REVISION HISTORY</b></p>	<table border="1"> <thead> <tr> <th>Version Number</th> <th>Description of Changes Made</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Policy adopted</td> <td>4/1/2015</td> </tr> <tr> <td>2</td> <td>Increased from 6 to 12 weeks for identified unions and exempt employees</td> <td>5/1/2021</td> </tr> <tr> <td>3</td> <td>Clarified eligibility; increased options</td> <td>09/12/2022</td> </tr> </tbody> </table>	Version Number	Description of Changes Made	Effective Date	1	Policy adopted	4/1/2015	2	Increased from 6 to 12 weeks for identified unions and exempt employees	5/1/2021	3	Clarified eligibility; increased options	09/12/2022
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