

1 **BILL NO. S-18-06-17**

2 **SPECIAL ORDINANCE NO. S-_____**

3
4 **AN ORDINANCE AMENDING FORT WAYNE**
5 **POLICY & PROCEDURE MANUAL**

6
7 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON**
8 **COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

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10 **SECTION 1.** That the City of Fort Wayne Policy & Procedure Manual be
11 amended to add a new section as follows:

12 **NUMBER 709: Parental Leave**

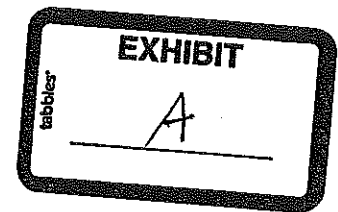
13 See Exhibit "A," attached hereto and made a part hereof.

14 **SECTION 2.** That this Ordinance shall be in full force and effect from and
15 after its passage and any and all necessary approval by the Mayor.

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18 _____
19 Council Member

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22
23 APPROVED AS TO FORM AND LEGALITY

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25 _____
26 Carol Helton, City Attorney



City of Fort Wayne
Paid Parental Leave

GENERAL PROVISIONS

The City of Fort Wayne's paid parental leave gives support to parents and provides paid time off to bond with their new child, adjust to their new family situation, and balance their professional obligations.

Paid parental leave will be provided to an eligible employee who is the birth mother, biological father, adoptive mother or adoptive father. Eligible employees will be provided up to 120 hours of paid parental leave which must be taken during the first twelve (12) weeks following the birth or adoption. Intermittent leave will not be allowed under paid parental leave.

ELIGIBLE EMPLOYEE

In order to be eligible for paid parental leave, an employee must have worked for the City of Fort Wayne for at least twelve months and worked at least 1,250 hours during the twelve month period preceding the leave.

QUALIFYING REASONS

Paid parental leave is available to eligible employees for one or more of the following qualifying reasons:

1. The birth of a child of the employee;
2. Placement of a child under the age of 18 with the employee for adoption. An individual who adopts a spouse's child is not eligible for paid parental leave.

CONCURRENT PAID PARENTAL & FMLA LEAVE

Paid parental leave will run concurrently with FMLA leave. Employees on paid parental leave are ineligible to work alternative employment during otherwise scheduled City employee hours. If an employee is on short term disability they are not eligible to work any alternative employment.

OTHER PROVISIONS

This benefit is in addition to, but runs concurrent with, any short term disability benefit associated with childbirth. The 120 hours provided will cover the one week waiting period before short term disability begins to pay and will cover 40% of an employee's salary not paid under short term disability for the next 5 weeks. This paid parental leave will not affect the balance in an employee's short term disability bank.

Paid parental leave is only available to an employee once in a 12-month period.

If a City-recognized holiday occurs during parental leave, the holiday will be paid. However, the Paid Parental Leave benefits will be reduced by the number of holiday hours paid.

If both parents are employed by the City of Fort Wayne, they may take the paid parental leave concurrently or at separate times, according to their preference but it must be taken within the first 12 weeks following the birth or adoption.

As with other forms of paid leave, benefits will remain the same while an employee is on paid parental leave. For example, vacation benefits will continue to accrue, the City will continue to pay its share of the cost of the employee's group health insurance, and the employee's premium will continue to be deducted from the employee's pay. In addition, all deductions from income will continue during paid parental leave.

PROCEDURES FOR REQUESTING PAID PARENTAL LEAVE

Employees interested in taking paid parental leave must provide their supervisor and Benefits with notice of the anticipated leave at least 30 days prior to the proposed date of the leave or if the leave is not foreseeable, as soon as practicable.