

	ORGANIZATIONAL POLICY	GENERAL ADMINISTRATION APPLICATION: Non-Union Employees			
		TITLE: Paid Parental Leave	RESOLUTION NUMBER RC19-320	SUPERCEDE N/A	EFFECTIVE DATE 09/17/2019

INTENT

It is the intent of the Washtenaw County Board of County Road Commissioners to provide employees of Washtenaw County Road Commission (WCRC) with paid parental leave which gives parents additional flexibility and time to care for and bond with their new child, adjust to their new family situation and balance their professional obligations.

GENERAL PROVISIONS

- A. WCRC will grant eligible employees one (1) week (7 calendar days) of paid leave at 100% their current wage.
- B. The Human Resources Manager is responsible for the administration of the paid parental leave program.

ELIGIBILITY

- A. All regular full-time employees who meet the requirements for Family Medical Leave Policy (HR-17) are eligible for paid parental leave.
- B. Paid parental leave is eligible to employees immediately following the birth of a child, the adoption of a child, or a minor child permanently and legally placed in his or her care and;
- C. Employees must not have taken any paid parental leave under this policy in the 12-month period immediately preceding the date parental leave begins and;

REQUEST FOR PAID PARENTAL LEAVE

- A. An employee who wants to be considered for a paid parental leave must submit a written request to the Human Resources Manager at least 30 calendar days before paid parental leave would take effect.
- B. Supporting documentation must be received within the first 30 calendar days following the date of birth, adoption or legal placement of a minor child in order to receive benefit. Multiple births or adoptions does not increase the time of paid parental leave that is granted.

USE OF PARENTAL LEAVE

- A. Paid parental leave will run concurrently with FML when applicable. If FML benefits have been exhausted in the 12-month period immediately preceding the

date of the event, the employee may still be eligible, as determined the Human Resources Manager. The parental leave time cannot be used as an extension of the FML period.

- B. Paid parental leave may be used in coordination with short-term disability.
- C. Paid parental leave must be used consecutively.

BENEFITS DURING PARENTAL LEAVE

- A. WCRC will maintain health insurance and other group health benefits subject to applicable plan documents and law. An employee must continue to pay their share of the premiums for those benefits at the same contribution rate as an active employee. Finance must receive payment prior to each bi-weekly check date. If the payment is more than 30 calendar days late, the employee's health care coverage will be cancelled. The employee will be not be eligible to re-enroll until the next open enrollment period.
- B. An employee can continue to contribute to their voluntary deductions (deferred compensation, optional life, etc.) while on paid parental leave. Finance must receive payment prior to each bi-weekly check date. If the payment is more than 30 calendar days late, the employee's voluntary deductions will be cancelled. If the employee chooses not to continue the voluntary deductions through paid parental leave, they may not be eligible to re-enroll until the next enrollment period.
- C. An employee will accrue annual leave while on paid parental leave.
- D. An employee will earn service credit for pension purposes while on paid parental leave.

RETURNING FROM PARENTAL LEAVE

An employee is expected to return to work no later than the next regularly scheduled workday after the expiration of the approved leave. If an employee fails to return to work as scheduled after an approved leave, the employee may be subject to discipline, up to and including termination.