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Paid Parental Leave Policy (Revised)	10/01/2025	3

Purpose

The City of Dunedin is committed to an inclusive workplace that supports the family, specifically the provision of paid parental leave for working parents to bond with their new child. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. The City will provide up to eight (8) weeks of paid parental leave to full-time employees as listed below. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after October 1, 2025.

Policy

Eligibility

Eligible employees must meet the established criteria for FMLA:

- Have been employed with the City for at least 12 months (the 12 months do not need to be consecutive);
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin; and
- Be a full-time, general or bargaining unit employee (temporary or seasonal employees and interns are not eligible for this benefit).

The City will grant Paid Parental Leave to eligible employees for one of the following events:

- The birth of an employee’s newborn child.
- Placement of a child with an employee in connection with adoption or foster care (The adoption of a new spouse’s or domestic partner’s child is excluded from this policy).

General Provisions

- Paid Parental Leave is available to both male and female employees.
- Eligible employees will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the eight-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than eight (8)

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weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

- Parental leave shall count against the employee's available FMLA entitlement per 12-month period.
- Eligible employees will be paid at their base hourly rate of pay. Employees who become eligible for pay increases during the leave period will receive their increases in accordance with City policy.
- In the event of a female employee who has given birth, the weeks of paid parental leave will offset any short-term disability leave benefit provided to the employee for the employee's own medical recovery following childbirth.
- Approved paid parental leave may be taken at any time during the first 12 weeks immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond 12-week time frame.
- Following the eight (8) weeks of paid parental leave salary continuation, in accordance with the Employee Service System Rules (ESSR), Sections 14.06, Annual Leave, and 14.07, Sick Leave, employees may use their available leave up to the total twelve (12) weeks of FMLA, inclusive of parental leave. If the employee had already used eight or more weeks of FMLA in the 12-month period, they will not be able to use additional leave until they become eligible for additional FMLA during the 12-month eligibility period.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the three-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three-month time frame.
- Similar to the provisions of the FMLA, spouses who work for the same employer must share the Paid Parental Leave allotment.
- Employees are prohibited from engaging in outside employment while on approved paid parental leave. Any employee found to be performing work for a secondary employer during this period may be subject to disciplinary action, up to and including repayment of parental leave hours used.

Coordination with Other Policies

- The City will maintain all benefits for employees during the paid parental leave period in the same manner as if the employee was taking any other paid leave such as paid vacation or sick leave. All health-related premiums will continue to be deducted through payroll during the paid parental leave period.
- If a city-authorized holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

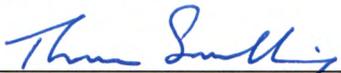
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Requests for Paid Parental Leave

- Eligible employees shall provide his or her supervisor and Human Resources (HR) with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). HR forms and provide all documentation as required by the HR department to substantiate the request.
- The employee must complete the necessary FMLA paperwork and submit the paperwork to HR within fifteen (15) days of receipt of the paperwork from HR or the qualifying event, whichever is sooner. HR will notify the employee's supervisor for parental leave approval purposes.
- If the employee resigns within one hundred and eighty (180) days following parental leave, the employee will be responsible for the repayment of the eight (8) weeks of parental leave.
- Upon termination of the individual's employment at the City, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- As is the case with all internal policies, the City has the exclusive right to interpret this policy.

Effective Date of Revised Policy: October 1, 2025

Approved:



Theresa E. Smalling, PhD, SPHR
Director of Human Resources & Risk Management

9/17/2025

Date



Jennifer K. Bramley, ICMA-CM
City Manager

9/17/25

Date