

## CITY OF RACINE PARENTAL LEAVE POLICY

<b>Issue Date:</b>	<b>Revision Update(s):</b>	<b>Total Pages:</b> 1
<b>Policy Source:</b> City of Racine, Human Resources Department		
<b>Special Instructions:</b> Any prior version of Section 5.075 of the City of Racine Employee Handbook is rescinded and recreated as follows.		

### **Purpose:**

The purpose of this Parental Leave Policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations. The City of Racine believes that providing flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

### **Policy:**

Any non-represented employee eligible for and using Family and Medical Leave, as authorized by Section 5.07 of the City of Racine Employee Handbook, for the birth of a child or for the placement with the employee of a child for adoption or foster care, shall be granted 320 hours' pay, at the employee's then-regular hourly pay rate to be used during the period of Family and Medical Leave. Payment granted under this Section 5.075 shall be used before the employee uses any vacation leave, sick leave, compensatory time, or other accumulated leave. The last increment of parental leave must begin within 16 weeks of the qualifying life event. Notwithstanding anything else contained herein, eligibility for and use of Family and Medical Leave shall be as required by Section 5.07 and the State and Federal Family and Medical Leave Acts. The City may require additional supporting documents that establish the qualifying event for eligibility.

### **Violations:**

Violations or misuse of the paid parental leave policy may result in disciplinary action, up to and including termination.