

GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT

PARENTAL LEAVE POLICY

PURPOSE: The Greater Salt Lake Municipal Service District (“MSD” or “District”) has established the Greater Salt Lake Municipal Service District Personnel Policy and Procedures Manual (P3M) for the benefit of the District’s workforce. This policy explains the circumstances under which an eligible employee may use parental leave.

APPLICABILITY: This policy applies to all full-time, non-temporary, benefits-eligible District employees.

GENERAL: The MSD provides various types of paid and unpaid leave for an employee’s absence from work for personal and professional reasons. Supporting documentation may be required at any time. Parental leave is distinct from medical leave and vacation leave. While on parental leave, all benefits remain active for the employee.

POLICY:

1. Eligibility - To qualify for parental leave, a benefits-eligible employee must meet all of the following conditions at the time of birth or adoption:
 - a. The employee must have worked for the District for 12 months or 52 weeks (2080 hours) with no break in employment;
 - b. The employee must have worked at least 1,250 hours during the 12-month period immediately prior to the requested leave date (periods of paid leave, unpaid leave, and leaves of absence do not count toward this requirement); and
 - c. The employee must be taking the leave for:
 - i. the birth of a child and to care for that child; or
 - ii. to care for a newly placed child for adoption with the requesting parent
2. Employees who are eligible for parental leave are entitled to:
 - a. An eligible parent will receive six weeks (240 hours) of consecutive paid leave.
 - i. this period will run concurrently with and requires the use of the Family and Medical Leave Act period.
 - ii. an agreed upon return to work date is required.
 - b. The eligible birth mother or parent giving birth is entitled to an additional six weeks (240 hours) of consecutive paid leave immediately after the birth to recover from the physical and medical effects of pregnancy and childbirth.
 - i. this period will run concurrently with and requires the use of the Family and Medical Leave Act period
 - ii. an agreed-upon return to work date is required
 - c. Employees utilizing parental leave are not expected to work, nor is it prohibited. Working while on parental leave is strongly discouraged. However, in an exceptional case, if an employee on parental leave is required to attend a work-related activity, and records paid time, that does not violate the requirement that the leave be taken consecutively. Managers / leaders asking employees to work while on parental leave must, in advance, first acquire written approval from the General Manager through Human Resources

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- d. During parental leave, full benefits remain in effect, including leave accrual.
3. Employees will report the pending birth or adoption of a child to their supervisor as soon as practicable.
4. The District's General Manager or in her/his absence the Associate General Manager is responsible for approving parental leave requests and shall require documentation verifying the birth or adoption prior to consideration for approval.
5. Parental leave must commence within six months of the child's birth or adoption.
6. Employees who utilize Parental Leave may be contacted by their supervisor to "check in" or in the case of an emergency.
7. Employees are prohibited from secondary work (working outside of the MSD) while utilizing parental leave.
8. Violation of the Policy may subject the employee to the possibility of disciplinary action up through and including termination. Any violations will be thoroughly investigated and addressed.

COMPLIANCE:

1. This policy complies with all applicable laws. This policy is subject to change at any time to maintain compliance.
2. Notice: Although the District desires to openly communicate with employees and provide advance notice of proposed changes, such changes may be made without prior notice to the affected employee(s), as with this policy's adoption, when deemed necessary or otherwise appropriate for the efficient operation of the District.

Enacted October 30, 2024 and ratified by the Board of Trustees of the Greater Salt Lake Municipal Services District October 23, 2024.

Keith Zuspan, Chair

ATTEST:

Marla Howard, General Manager