



## **Memorandum**

**To:** Mayor, Town Council  
**From:** Dawn Brecke  
**Date:** May 2, 2025  
**Re:** **May 14, 2025 Town Council Meeting**  
**Personnel Policy Manual Addition – Parental Leave Policy**

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After a brief discussion in the April council meeting, the council suggested a slight wording change to the Eligibility section of the policy. This change aligns the policy more closely with definitions in the Family Medical Leave Act

As I stated last month, this policy reflects the Town's commitment to employee well-being and work-life balance and will aid in recruitment and retention. If approved, the policy will be effective for births and adoptions occurring on or after June 1, 2025

Please let me know if you have any questions or require further discussion.

Thank you.

16) **Paid Parental Leave Policy:**

The Town of Springdale will offer up to three weeks of paid parental leave to employees following the birth of an employee's child or the adoption of a child. This leave allows employees to care for and bond with a newborn or newly adopted child. This policy will run concurrently with leave under the Family and Medical Leave Act (FMLA), as applicable. The policy will take effect for births or adoptions occurring on or after May 1, 2025.

**Eligibility**

Eligible employees must have been employed by the Town as regular full-time employees for at least 12 months immediately before the start date of the leave.

In addition, employees must:

- a) Have given birth to a child.
- b) Have adopted a child age 17 or younger. The adoption of a new spouse's child is excluded from this policy.
- c) Be considered to be in loco parentis as defined by FMLA (having day-to-day responsibilities to care for or financially support the child).

**Amount, Time Frame, and Duration of Paid Parental Leave**

Eligible employees are entitled to up to three weeks of paid parental leave for each birth or adoption. A multiple birth or adoption event (e.g., the birth of twins or the adoption of siblings) does not increase the three-week leave period granted for that occasion.

Additionally, no employee may receive more than three weeks of paid parental leave within any rolling 12-month period, regardless of the number of births or adoptions that occur during that timeframe.

Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay. Paid parental leave will be issued biweekly on the regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the three months following the birth or adoption. However, this leave cannot be used or extended beyond this three-month period.

Employees can take parental leave with their supervisor's approval in one continuous block or smaller intervals. Any unused paid parental leave will be forfeited after the three-month period.

Upon termination of an individual's employment with the Town, they will not receive payment for any unused leave for which they were eligible.

#### **Coordination with Other Policies**

Paid parental leave taken under this policy will run concurrently with leave under the FMLA. Therefore, any leave taken under this policy that qualifies for leave due to the birth or adoption of a child will count toward the 12 weeks of available FMLA leave within a 12-month period. All other provisions under FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under FMLA exceed 12 weeks during the 12-month FMLA period.

After the paid parental leave is exhausted, the remaining FMLA leave will be covered by the employee's accrued time. Any additional leave will be unpaid once the accrued time is used up.

The Town will continue to provide all benefits to employees during the paid parental leave period as if they were on other accrued leave.

If a Town-observed holiday occurs while the employee is on paid parental leave, the holiday hours will be credited to the employee's holiday accrual. The holiday will not extend the overall paid parental leave entitlement.

If an employee is on paid parental leave when placed on administrative leave, that period will be recorded as paid parental leave. Administrative leave will not extend the entitlement to paid parental leave.

#### **Requests for Paid Parental Leave**

The employee must notify their supervisor and the HR Director of the leave request at least 30 days before the proposed leave date (or, if the leave is unforeseen, as soon as possible).

As with all Town policies, the Town retains the exclusive right to interpret this policy.