

RESOLUTION NO. 2018-_____

**A RESOLUTION OF THE CITY OF SOUTH SALT LAKE CITY COUNCIL
ADOPTING PERSONNEL POLICIES AND PROCEDURES MANUAL SECTION
XIV PARAGRAPH 13, PARENTAL LEAVE**

WHEREAS, the City has established a Policies and Procedures Manual by which its employees are given direction and benefits; and

WHEREAS, this Council finds it to be in the best interest of its employees to adopt a new policy offering parental leave in cases of the birth or adoption of a child;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Salt Lake:

Section 1. South Salt Lake City Personnel Policies and Procedures Manual Section XIV, Leaves of Absence, Paragraph 13 is hereby adopted to read:

13. Parental Leave.
 - a. Employees who are eligible for and meet the FMLA criteria are entitled to receive two weeks (80 hours) of consecutive paid leave due to the birth or adoption of a child. Birth mothers that are eligible for FMLA are 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. Employees may accrue holiday leave for holidays that occur during parental leave.
 - b. Employees will report the pending birth or adoption of a child to their supervisor as soon as practicable.
 - c. Administrators are responsible for approving parental leave requests and shall require documentation verifying the birth or adoption.
 - d. Parental leave must commence within six months of the birth or adoption of the child.

Section 2. Effective Date. This Resolution will take effect upon execution by the Mayor or after fifteen days from transmission to the office of the Mayor if neither approved nor disapproved by the Mayor.

DATED this _____ day of _____, 2018.

BY THE CITY COUNCIL:

Ben Pender, Council Chair

ATTEST:

Craig D. Burton, City Recorder

City Council Vote as Recorded:

Bynum _____
deWolfe _____
Kindred _____
Mila _____
Pender _____
Siwik _____
Thomas _____

Transmitted to the Mayor’s office on this _____ day of _____, 2018.

Craig D. Burton, City Recorder

MAYOR’S ACTION: _____

Dated this _____ day of _____, 2018.

Cherie Wood, Mayor

ATTEST:

Craig D. Burton, City Recorder