

City of Melrose

PARENTAL LEAVE

The City of Melrose grants both male and female employees parental leave in accordance with the provisions of MGL Chapter 149; Section 105D. Employees having successfully completed three (3) consecutive months of benefit eligible service and who intend to return to employment shall be granted eight (8) weeks of unpaid parental leave without loss of seniority or benefits for the purposes of giving birth, becoming a Father, adopting a child under age eighteen (18) or under age twenty-three (23) if the child is mentally or physically disabled. If two employees are using leave for the same child, the two employees are entitled to an aggregate of 8 weeks of leave.

Notice to the Employer:

Employees requesting leave pursuant to this policy must notify the City at least two (2) weeks prior to anticipated leave however, as much notice as possible is preferable. This leave will not affect the employee's rights to receive vacation time, sick leave, advancement or other benefits for which s/he was eligible at the date of his/her departure.

Accruals while on Parental Leave:

Employees are not required but may use their full weekly accrued paid time off during Parental Leave (sick, personal and vacation time).

Intermittent Parental Leave:

Employees may take Intermittent Leave under this policy with the approval of their supervisor and as long as it doesn't interfere with department operations. Use of Intermittent Parental Leave shall not exceed 12 weeks from the onset of the leave.

Family and Medical Leave and Parental Leave:

In the event that an employee is eligible for both FMLA and parental leave, that employee's leave will be charged to both forms of leave simultaneously. In this circumstance, should an employee choose to be unpaid during the eight (8) week parental leave, they will be required to use paid time off during the FML portion of their leave as defined in the Family and Medical Leave Policy.

Benefits While on Parental Leave:

In the event an employee chooses **unpaid** parental leave, the employee must notify the HR Department in writing (as much notice as possible is preferable) so that we may manage benefit deductions. The City will double or triple deduct fringe benefit premiums (health, life, dental insurance, disability, pet and FSA) from his or her paycheck prior to the leave. If an employee uses their paid time off accruals, deductions will continue on a weekly basis as they normally do.

Within 60 days of the event, employees must notify the Human Resources Department when their child arrives and forward their birth certificate and/or adoption decree along with their child's social security number and birthdate so that their child may be added to their health insurance. Employees must also complete the GIC Enrollment Change Form-1 and submit it to the HR Department.

Upon expiration of parental leave, employees will be restored to the same or a similar position.