



ADMINISTRATIVE ORDER 2022-01

Adoption of City of Bozeman Paid Parental Leave Policy

Pursuant to my authority as City Manager, I hereby adopt the City of Bozeman Paid Parental Leave Policy attached hereto as Attachment A.

DATED this 12th day of January, 2022.

DocuSigned by:
Jeff Mihelich
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Jeff Mihelich, City Manager

DocuSigned by:



ATTACHMENT A
Paid Parental Leave Policy



City of Bozeman Paid Parental Leave Policy

Rev. 01/2022

I. Purpose and Scope

The City of Bozeman recognizes the importance of bonding with and caring for newborn and/or adopted children. The purpose of this policy is to provide eligible City employees with Paid Parental Leave (PPL), encouraging employees to bond and care for a new child, while supporting the financial well-being of families during that time.

This policy applies to all regular and probationary status full- and part-time employees who have been employed for at least 180 consecutive calendar days. Part-time employees shall be eligible for pro-rated benefits under this policy. This policy shall be effective January 1, 2022. Eligible employees may request PPL for any live birth or adoption occurring on or after January 1, 2022. Employees who are on Family Medical leave or parental leave caring for a new child on January 1, 2022 shall be eligible to apply for PPL.

II. Policy

Eligible employees are entitled to a maximum of eight (8) work weeks (320 hours) of PPL per year, calculated on a rolling 12-month period.

- a. PPL may be taken upon the live birth or adoption of a child under the age of 18. If the adoption involves a child who is medically documented to be incapable of self-care due to a disability, the age limit of 18 will not apply.
- b. PPL will be paid at 100% of the employee's regular rate of pay.
- c. Employee may take PPL consecutively, or they may work with their supervisor and Human Resources to request a reduced schedule.
- d. PPL must be taken within six (6) months following the birth or adoption of the child(ren). Any PPL not used within six (6) months will expire and may not be banked for future use. Unused PPL does not carry any cash value and will not be paid out.
- e. PPL may not be donated to the City's Sick Leave Bank or donated via direct donation.
- f. In the event both parents are employed by the City and are eligible for PPL, they may be permitted to take PPL at the same time.
- g. No additional PPL will be granted for multiple births or adoptions that occur at the same time.
- h. If the employee chooses not to return to work following PPL, or resigns within ninety days after return, employee will be required to reimburse the City the amount the City paid for the employee's health insurance premiums during the paid leave period.
- i. Requests to consider extenuating circumstances must be submitted in writing to the Human Resources Director and will be considered on a case-by-case basis by the City Manager.

III. Procedure

Requests for PPL must be submitted, using the form attached in Appendix A, to the Human Resources Department with as much notice as possible, at least 60 days prior to birth/adoption if practicable. The Human Resources Department will coordinate the use of PPL with other approved leave requests.

- a. PPL will run concurrently with Family and Medical Leave for employees who are eligible.
- b. Employees will continue to accrue sick and vacation leave in accordance with state law and City policies; all other employee benefits will be maintained in the same manner they would be under FMLA.
- c. When a City-observed holiday falls during an employee's PPL, the employee will be paid for the holiday and will not be required to use PPL for that day.



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- d. If PPL is taken during the employee's probationary period, the leave will not be considered time worked and the employee's probationary period will be extended by the length of the PPL taken.
- e. PPL hours shall not be considered time worked for the purposes of calculating overtime; employees using PPL may not concurrently work any hours that would result in overtime. Any hours actually worked will reduce the amount of PPL used.
- f. Abuse of this policy may result in disciplinary action up to and including termination.

IV. Responsibility for Review

The Human Resources Director, or designee, shall be responsible for reviewing this policy as needed, or at least every two years.



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Appendix A: Paid Parental Leave Request Form

Employee Name:		Date:	
Position:		Department:	
Projected Date of Birth or Placement for Adoption:			
<i>Complete option 1 and/or option 2.</i>			
1.	I am requesting to use _____ weeks of Paid Parental Leave consecutively.		
Start Date:		End Date:	
2.	I am requesting a reduced schedule:		
Start Date:		End Date:	
<i>(provide details of request)</i>			

Employee Signature:	Date:
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Supervisor Signature:	Date:
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Supervisor Name:

For HR to Complete:			
Actual PPL Start Date:		PPL End Date:	
FMLA Eligible?		FMLA Form Received:	

A copy of this form shall be kept in the employee's medical file.