



## **City of Wildomar**

### **Paid Parental Leave Policy**

### **Effective February 1, 2024**

#### **Objective**

The City of Wildomar is committed to providing resources to employees to help navigate both their professional and personal life. Bringing a new child into the home, whether through adoption, foster care, or giving birth, can be a very stressful time. This policy provides wage replacement options for employees so they have time to prepare for their child's arrival and bond with their child once they are home.

#### **Scope**

The City of Wildomar ("City") offers paid child bonding and preparation leave (hereinafter "Paid Parental Leave") backed by Parento – the first company dedicated to expanding access to paid parental leave across the United States. Under this new program, all eligible employees will receive paid time off to prepare for the arrival of, or bond with, a newborn, newly adopted, or newly fostered child. Eligible employees may also receive new parent coaching as outlined in this policy document.

Please note that the City reserves the right to interpret or terminate this policy in its sole discretion at any time, with or without notice to employees. Nothing in this policy should be construed as a contract of employment or alters the at-will status of any employee's employment with the City.

Pay provided under this Paid Parental Leave is paid by the City, unless an employee is eligible for and receiving partial-wage replacement from a disability insurance carrier or state-sponsored program—in which case the employee will have additional options. Employees receiving partial-wage replacement from a disability insurance carrier or state-sponsored program may either use their accrued leave to receive the difference from their

wage replacement, or they may forego full wage replacement. For example, if an employee is receiving 60% of their wages through disability insurance, they may either use their accrued leave to replace the additional 40% (ie. 4 hours per day) or they may choose to only receive 60% of their wages and forego the other 40%. Or, the employee may choose to use Paid Parental Leave to replace the 40% of their wages for up to the 8 weeks provided under this policy. In this case, if the employee were to be on disability for 6 weeks, receiving 60% of their wages, they would receive 40% of their pay from Paid Parental Leave for 6 weeks to make up the difference from disability insurance and then once disability pay is terminated, the employee would receive 2 weeks of wage replacement at 60% from Paid Parental Leave, which they could supplement with accrued leave.

## **Policy**

### **Paid Leave and Leave Allotment**

The City will provide an eligible employee taking Paid Parental Leave with the portion of the employee's salary or base hourly rate on their scheduled pay date during Paid Parental Leave, in accordance with the terms and conditions set forth herein. As more fully discussed below, the amount payable shall be reduced or increased in accordance with other federal or state-mandated leave, short-term disability, or leave programs of the City as applicable.

#### **PARENTAL LEAVE ALLOTMENT**

8 Weeks

at

60% of Pay,  
up to \$1,500 per week

### **Continuous or Intermittent Leave**

Eligible employees may take Paid Parental Leave continuously or intermittently in full week increments over the course of six (6) months from the first day Paid Parental Leave is utilized or date of placement, whichever occurs first (i.e., up to two (2) weeks before a qualifying event, not the day of the qualifying event). Employees are not permitted to work

part of a week while on Paid Parental Leave. All Paid Parental Leave must be taken within six (6) months of the qualifying event. City holidays do not extend Paid Parental Leave.

### **Interaction with Other City Leave**

Paid Parental Leave will run concurrently with any federal or state family, medical, or parental leave for which an eligible employee may qualify (either from the City or required by law), including but not limited to the California Family Rights Act (CFRA). The Paid Parental Leave Policy does not provide any additional protected leave not granted under CFRA or other federal, state, or local laws. The Paid Parental Leave Policy is in place to provide salary continuation during approved leave and new parent coaching, as outlined in this policy. Employees who are unsure of whether they qualify for additional leave entitlements may contact Human Resources. Employees also may be eligible for partial-wage replacement from a disability insurance carrier or state-sponsored or mandated disability or family leave benefits. Employees eligible for such benefits must first apply for such benefits prior to obtaining Paid Parental Leave. Paid Parental Leave may run before or after the paid weeks to which an employee is entitled under any applicable disability insurance and/or state disability program for which the employee qualifies. At no time will an eligible employee receive more than 100% of their weekly pay from all sources while on Paid Parental Leave. Please reach out to Human Resources to discuss your specific timeframe under this policy.

Employees may use accrued leave balances, within City policy, to supplement their pay in order to receive 100% of their base pay while on Paid Parental Leave. In no case shall an employee receive more than 100% of their base pay, unless otherwise required by law. Eligible employees may take Paid Parental Leave once per rolling 12-month period. The 12-month period will renew on the last day of the leave or the last day of the rolling 12-month period, whichever comes first.

### **Documentation and Requesting Paid Parental Leave**

An employee must provide their manager or Human Resources with notice of the request for Paid Parental Leave at least thirty (30) days prior to the proposed date of the leave (or if the need for Paid Parental Leave is not foreseeable, as soon as possible). An employee must complete the necessary Human Resources forms and provide all documentation as required by Human Resources to substantiate the request. Documentation shall be submitted to the City. A City representative will process the Paid Parental Leave request, send a notice to the employee that will acknowledge their Paid Parental Leave Request, and outline expectations with regards to paid leave benefits as described herein.

Acceptable forms of documentation for Paid Parental Leave include: a birth certificate; documentation from a health care provider; a voluntary acknowledgment of paternity; a court order of filiation; a court document finalizing adoption; a signed statement from an attorney, adoption agency, or adoption-related social service provider that the employee is in the process of adopting a child; a letter of placement issued by a county or city department of social services or local voluntary agency; or other documentation of a parental relationship to the child, to be evaluated on a case-by-case basis.

### **Questions**

For any questions or concerns regarding Paid Parental Leave, please contact Human Resources.