

22.121

Maternity leave - parental leave - unpaid

Upon the employee's written request, a permanent employee shall be granted a maternity leave of absence without pay or, if he/she meets the conditions cited in subsection [22.1211](#), a parental leave of absence without pay, not exceeding six months. Upon the employee's written request, additional leave may be granted in accordance with Section [22.02](#), with the approval of the appointing authority and the Director. The employee shall retain his/her same position and a School Crossing Guard shall retain his/her designated work station (corner), if the total leave period does not exceed six months.

22.1211

Parental leave

- A. A permanent employee adopting a child is entitled to parental leave for a period not exceeding six months beginning on the date he/she assumes custody of the child, provided that the employee submits, with the written request for such leave, a notarized statement that he/she is the primary care parent. The notarized statement must also include the custody date.
- B. A permanent employee who is a natural father is entitled to parental leave for a period not exceeding six months, beginning with the birth of his child, provided that the employee submits proof of the birth, which may be in the form of a notarized statement or copy of the birth certificate, as well as a notarized statement that he is the primary care parent.
- C. More than one parental leave will not be granted unless there has been a two-year working interval between leaves.

22.122

Part-time return from maternity/parental leave

Employees in a class of positions represented by District Council 47 who are eligible for maternity/parental leave without pay may return to duty following maternity leave in a part-time status for a period not to exceed three months. The employee must work at least 20 regular hours per week to maintain eligibility for health and welfare benefits during this period. Application to return in a part-time status must be made before or during the first three months of leave.. Upon the employee's written request such part-time status may be extended for up to six (6) additional months. If the combination of leave without pay and part-time status does not exceed six (6) months the employee shall retain the original full-time position upon return to work in full-time status.

22.123

Notwithstanding any other Regulation to the contrary, a uniformed, or investigatory employee of the Police Department or District Attorney's Office, or a uniformed member of the Fire Department, who is on approved, unpaid maternity or paternity leave shall be eligible for up to twelve (12) weeks of continuation of City-paid health and welfare benefits.

22.124

Paid Parental Leave

Effective June 1, 2024, Non-represented employees, employees represented by District Council 47, employees represented by District Council 33, and Uniformed Personnel represented by FOP and by IAFF Local 22 shall be granted up to eight (8) weeks of paid parental leave after the birth of a child or children, or upon taking custody of an adoptive child or a foster child under the age of 18.

Parental leave shall be used in continuous days during the 12-month period immediately following the birth or the arrival of the adoptive or foster child. Parental leave may be used on an intermittent basis only if approved by the employee's supervisor. Parental leave may not be used in increments of less than a day under any circumstance.

An employee may receive only one period of parental leave for the care of any given child. An employee may not use more than eight (8) weeks of paid parental leave in any twelve-month period.

Any parental leave taken under this section shall be concurrent with, and not in addition to, leave allowable per the FMLA.

Use of paid parental leave shall not require use of any accrued leave; and paid parental leave may be used in addition to any accrued leave.

For non-represented employees, employees represented by District Council 33. District Council 47 and Uniformed personnel represented by FOP and by IAFF Local 22, use of parental leave may extend the probationary period required under Regulation 14.

Any paid parental leave not used by the employee before the end of the 12-month period to which it relates shall be forfeited and may not be accumulated for any subsequent use.

22.1241

Non-represented employees and District Council 47 represented employees return to work on a part-time basis following parental leave

Non-represented employees and District Council 47 represented employees may return to work on a part-time basis following parental leave under the following conditions.

- The employee must request and secure the approval of the appointing authority before returning to work.
- Approval of a request to return to work on a part-time basis is at the discretion of the appointing authority and must be consistent with the operating and business needs of the City.
- Employees must request and commence part-time work no later than one year after the birth or placement of the child and no later than the expiration of their six month maternity/parental leave as authorized by Regulation [22.12](#).
- Employees will be permitted to work on a part-time basis for a period not to exceed three months.
- District Council 47 represented employees must work at least 20 regular hours per week.