



# City of Lynchburg Parental Leave Policy

Date Issued: August 2, 2022

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## I. Introduction

As part of the City of Lynchburg's commitment to being an innovative and supportive employer of choice, we will provide up to six (6) workweeks or 240 hours (336 hours for Sworn Fire/EMS employees assigned to 24-hour shifts) per year of paid parental leave to any eligible City employee. This leave is for an employee (birthing and non-birthing) to care for and bond with a newborn, newly adopted, or newly placed child under the age of eighteen (18). This leave is not to be used for prenatal conditions. This policy is effective as of August 2, 2022, and is only applicable to events that occur on or beyond this date.

## II. Eligibility

A. Employees who become parents via birth, adoption, or foster care on or after August 2, 2022 and meet the following criteria will be eligible for parental leave. Eligibility determinations are made as of the date that the child is born or placed via adoption or foster care.

- 1) In a full-time employment status
- 2) Meet the eligibility criteria for leave under the Family and Medical Leave Act (FMLA)

B. If both parents work for the City and meet the eligibility criteria, each is entitled to up to 240 hours (336 hours for Sworn Fire/EMS employees assigned to 24-hour shifts).

## III. Leave Usage

A. Parental leave must be used within twelve (12) months of the birth of an infant or placement of a child.

B. Eligible employees may charge parental leave in one continuous period of time.

C. Employees may request intermittent use of parental leave subject to their supervisor's approval.

D. Parental leave may be used to supplement short-term disability paid leave benefits following the birth of a child and/or may be accessed after the short-term disability benefits related to the birth cease.

E. The 240 hours (336 hours for Sworn Fire/EMS employees assigned to 24-hour shifts) of parental leave may be used only once per child.

F. The number of children born, adopted, or placed during a single event does not increase the leave allowance.

G. Unused parental leave is forfeited twelve (12) months from the date of the birth/placement.

H. Unused parental leave is not compensable if an employee separates from employment.

I. Parental leave terminates at the conclusion of the foster care placement or within twelve (12) months of the placement, whichever occurs first.

J. If a City holiday occurs while an employee is on parental leave, that day will be paid as a holiday and the parental leave allowance will not be extended.

K. Interaction with the Family and Medical Leave Act (FMLA):

- 1) Paid parental leave must be used in conjunction with the eligible employee's Family Medical Leave and will be applied towards the Family Medical Leave Act's eligible hours.
- 2) Paid parental leave will be based on the employee's FMLA eligibility balance. For example: If a full-time employee only has a remaining FMLA balance of one week of FMLA leave, the employee would only be eligible for one week of paid parental leave.

#### **IV. Procedures**

A. Employees shall submit a written request for parental leave to their supervisor at least thirty (30) calendar days prior to the anticipated leave begin date or as soon as practicable.

B. To qualify for parental leave, employees are required to submit FMLA forms (as applicable) to their department.