

Parental Leave Policy

In addition to its FMLA Policy, the Library has adopted the following Parental Leave Policy. However, employees who are eligible for leave under the FMLA and this Parental Leave Policy must have such leaves run concurrently. It is not the intent of the Library to provide for two consecutive leave periods for new parents.

ELIGIBILITY

In order to be eligible for paid parental leave, the employee must have worked with the Library for one (1) year. The employee must provide notice to Library Director of the request for leave and complete the necessary forms. To be eligible, in the case of childbirth, the employee must be a biological parent of the child, and in the case of adoption or foster care of a child, the employee must reside in the same household with the child.

LEAVE ALLOWED

Eligible employees may use up to a maximum of six (6) weeks of paid parental leave to provide parental care immediately following the birth of a child or placement with the employee of a child for adoption or foster care. Parental leave shall begin on the date of the birth of an employee's child or the placement for adoption or foster care of a child (under the age of 16) into the employee's custody.

Multiple births or adoptions, such as the birth of twins or adoption of siblings, do not increase the six (6) week total amount of paid parental leave granted for that occurrence. In addition, an employee will not receive more than six (6) weeks of paid parental leave in a rolling twelve (12) month period, regardless of whether more than one birth or adoption event occurs within that twelve (12) month period.

BENEFITS

During a parental leave, the employee is eligible to continue as a participant in the Library's group health insurance and other benefit plans. The employee will continue to be responsible for his or her share (if any) of the applicable premiums. The employee will continue to earn credit for service (seniority) during a parental leave but will not accrue any vacation time or sick leave time during the leave.

USE OF ACCRUED TIME OFF

An employee who takes a parental leave is not required to use accrued time off, including but not limited to vacation and sick leave, as well as accrued holidays, or compensatory time available as of the date the leave begins. Parental leave is intended to be supplemental to other

Lincolnwood Public Library District
Board of Library Trustees

paid time off, but to run concurrent with FMLA. An employee may use accrued sick time or vacation time once paid parental leave has been exhausted.

COMPENSATION

Paid parental leave is compensated at the employee's current hourly rate or salary and the employee's normally scheduled weekly work hours. Paid parental leave will be paid on regularly scheduled pay dates. All standard payroll taxes and deductions will apply to the paid parental leave. Upon separation of employment, the employee will not be compensated for any unused paid parental leave for which they were eligible.

Disclaimer: This policy is not intended as a contractual obligation. Depending upon the circumstances, the Library reserves the right to amend the policy from time to time as circumstances or law dictate.