

Parental Leave

Full-time regular employees will be granted up to four weeks of paid leave per calendar year for the birth of their child, adoption of a child, the foster placement of a child, or another legal placement of a child. This leave shall run concurrently with FMLA, and all FMLA provisions continue to apply.

To receive this leave, employees must agree, in writing, to continue employment with the city for no less than six months post-FMLA. An employee must also assert, in writing, their understanding that if an employee separates from employment with the city before the completion of the 6-month post-FMLA period, they will be required to repay a pro-rated amount of their four weeks of paid parental leave. Exceptions to repayment may be granted by the human resources director if an employee separates from employment due to a medical reason arising from pregnancy or another extreme extenuating circumstance.

Employees, whenever possible, should request to use this leave at least ten weeks in advance of its intended use. Supervisors shall require appropriate documentation.

Paid parental leave under this section may be used only once for a qualifying event within a 12-month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. Unused paid parental leave is forfeited twelve months from the date of the qualifying event. Paid parental leave shall not accrue or be donated to another employee.

This policy is based on the paid parental leave statutes of the State of North Carolina for State employees. The human resources director may, in his or her discretion, reference the language of the State in the city's interpretation of this section.