



PAID PARENTAL LEAVE POLICY

SUMMARY

The City seeks to promote health and wellness for employees and their families by providing paid time off for City employees for the care of and bonding with a child added to their immediate family.

On the effective date, eligible City of Boston employees, as defined below, may be granted up to 12 weeks of compensated time off for the care of and bonding with a child added to their immediate family.

WHO'S IMPACTED

Eligible Employees

Regardless of gender or marital status, an employee is eligible for Paid Parental Leave upon meeting **all of the following criteria:**

1. The employee has been employed by the City of Boston in a benefits-eligible position for at least 12 consecutive months or 52 consecutive weeks without any break in service;
2. The employee has been in pay status for at least 1250 hours in the preceding 12-month period;
3. The employee is either (a) not covered by a collective bargaining agreement or (b) is covered by a collective bargaining agreement through: AFSCME; AFSCME 1526; Boston Park Rangers Association; Boston Police Detective Benevolent Society, Forensics Group; IAFF; New York Typographical Union, CWA Local 14156; PSA; AFSCME; SEIU; and SENA;
4. The employee will experience an Event on or after the effective date of this Paid Parental Leave Policy.

Termination of Eligibility

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- Eligibility for Paid Parental Leave ends if an employee transfers to an ineligible position.
- Paid Parental Leave **is not** paid out upon separation from employment and **cannot** be donated to other employees.

When Both New Parents are Employed by City

- If both parents are employed by the City and meet the eligibility criteria set forth above, **each employee is separately entitled to up to 12 weeks** of Paid Parental Leave.

**POLICY
OVERVIEW**

Paid Leave Periods

Eligible employees may take Paid Parental Leave in one of two ways:

1. **One Continuous Period** - Eligible employees may take off one continuous period of time totaling up to 12 weeks; or
2. **Two Continuous Periods** - Eligible employees may take off two continuous periods of time provided the two continuous periods of time combined total no more than 12 weeks.

All Continuous Periods of Paid Parental Leave must be completed within one year of the Event.

Parental Leave Pay Rate

For Paid Parental Leave, eligible employees receive:

- 100 percent of base wages based on regular work hours for the first four weeks of leave;
- 75 percent of base wages based on regular work hours for the following four weeks of leave; and

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- 50 percent of base wages based on regular work hours for the remaining four weeks of leave.

Supplementation with Other Leave Benefits

With approval, eligible employees may use any accrued time (e.g., sick, vacation, personal or compensatory) as a supplement to receive compensation up to 100% of base pay during any weeks that Paid Parental Leave alone provides less than 100% of base pay.

- The employee’s choice(s) regarding supplementation through the use of sick leave may have consequences regarding the City’s Attendance Policy, as addressed below.
- The employee’s supplementation choice(s) may also affect the timing or eligibility for vacation drop, step increases, or continued health insurance coverage, all of which should be addressed with the employee’s personnel officer when requesting approval of Paid Parental Leave.

Concurrent Leave

1. EMPLOYEES ELIGIBLE FOR FMLA/MPLA:

The paid time off under this Paid Parental Leave Policy will run concurrently with available leave under the City’s Medical Leave Policy (parental leave component), the Family & Medical Leave Act (“FMLA”), and the Massachusetts Parental Leave Act (“MPLA”).

- Employees must comply with the notice and documentation requirements necessary for FMLA and MPLA leave.
- Employees may only use other accrued paid time off consistent with the requirements of the City’s Medical Leave Policy (parental leave component).

At their option, employees may take Paid Parental Leave in weeks compensated at less than 100% base pay without supplementation. In

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the alternative and with approval, employees may use accrued sick, vacation, personal or compensatory leave to supplement their Paid Parental Leave compensation up to 100% of their base pay.

First (or Only) Continuous Period of Paid Parental Leave:

- *For any period during which the Paid Parental Leave and FMLA run concurrently, any day the employee either: (1) receives less than 100% of their base pay under Paid Parental Leave; or (2) uses their accrued sick leave to supplement compensation up to 100% of base pay - **will not count as an instance** under the City's Attendance Policy.*
- *For any period during which the Paid Parental Leave and FMLA/MPLA do not run concurrently, any day the employee either: (1) receives less than 100% of their base pay under Paid Parental Leave without supplementation; or (2) uses their accrued sick leave to supplement compensation up to 100% of base pay - **will count as an instance** under the City's Attendance Policy.*

Second Continuous Period of Leave:

- *If the second continuous period of Paid Parental Leave is used to care for an employee after childbirth or a child with a serious health condition, the time off under this second continuous period will be treated the same as time off during the first continuous period of Paid Parental Leave.*
 - *If the second continuous period of Paid Parental Leave is for bonding with a child and not for health-related caregiving, the second continuous period of Paid Parental Leave will not count toward the employees' FMLA/MPLA annual entitlement and will not run concurrently with FMLA/MPLA. For any period during which the Paid Parental Leave and FMLA/MPLA do not run concurrently, any day the employee either: (1) receives less than 100% of their base pay under Paid Parental Leave without supplementation or (2) uses their accrued sick leave to supplement compensation up to 100% of*
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base pay **will count as an instance** under the City's Attendance Policy.

2. EMPLOYEES NOT ELIGIBLE for FMLA or the MPLA:

Paid Parental Leave time off will not count toward the employees' FMLA/MPLA annual entitlement. Any day the employee either: (1) receives less than 100% of their base pay under Paid Parental Leave without supplementation or (2) uses their accrued sick leave to supplement compensation up to 100% of base pay - **will count as an instance** under the City's Attendance Policy.

STEPS TO TAKE

Advance and Effective Notice Required

All Paid Parental Leave requires effective notice from the employee and approval from the Office of Human Resources.

Effective notice is given when the employee submits all of the following to the Office of Human Resources **at least 30 days before** the Event:

- A written request to use Paid Parental Leave;
- A written designation of the choice to take Paid Parental Leave in one continuous period or in two continuous periods of time; and
- The anticipated start date and duration of the requested Paid Parental Leave.

If exigent circumstances make it unreasonable to provide 30-days advance notice, employees must provide notice as soon as practicable. Failure to provide appropriate notice may delay the consideration or approval of the request.

The Office of Human Resources may request appropriate supporting documentation to determine whether the leave can be approved. In these

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circumstances, Paid Parental Leave will not be approved until the employee submits the requested information.

Forms

The City requires the following certification forms for Paid Parental Leave:

- *Mother’s Letter–received upon discharge from hospital*
- *Form WH 380E (for the birth of a child)*
- *Form WH 380F (for adoption, foster care placement, parental leave)*

DATES TO TRACK

Effective Date

This Paid Parental Leave Policy becomes effective on **May 1, 2021** for (a) employees not covered by a collective bargaining agreement and (b) employees covered by a collective bargaining agreement with the following identified unions: AFSCME; AFSCME 1526; Boston Park Rangers Association; Boston Police Detective Benevolent Society, Forensics Group; IAFF; New York Typographical Union, CWA Local 14156; PSA; SEIU; and SENA.

WHOM TO CONTACT

Office of Human Resources

Leave and Absence Management Team

OHR@Boston.gov

617-635-3370

RELATED DOCUMENTS

- [Form WH 380E](#) (for the birth of a child)
 - [Form WH 380F](#) (for adoption, foster care placement, parental leave)
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TERMS TO KNOW

1. EVENT:

- “Event” means **the addition of a child under the age of 18 (or under age 23 with a physical or mental disability) to the Employee’s family** through childbirth, surrogacy, adoption, foster care placement, or other legal status or placement.
- The term “Event” also **includes** a stillbirth occurring 20 or more weeks into the pregnancy.
- The term “Event” **does not include** the adoption of a new spouse’s children following marriage.
- The birth, adoption or foster care placement of multiple children at the same time **constitutes only one** Event.

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