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**TO:** Plymouth District Library Board      **DATE:** April 10, 2024  
**RE:** VEBA Amendment Proposal,      **FROM:** Shauna Anderson,  
Introduction      Director

During the process for working on the 2023 VEBA Actuarial Report, it was discovered that two retirees currently receiving VEBA benefits did not meet the requirements for VEBA participation based on the plan documents. Those who retired before the age of 60 were required to have 25 years of service with the library, but this was not how the plan was administered or explained to employees.

To ensure that the retirees who planned on this benefit and have been receiving it as part of their retirement do not lose their benefits, I am proposing an amendment to the definition of a retiree in the VEBA plan allowing staff who are 55+ and have met the service requirements to receive benefits, back-dated to 2019.

At the upcoming VEBA Committee Meeting on Monday, May 6 at 5:30pm, I will ask our attorney to be present to discuss the proposed amendment, and plan to bring the finalized proposal to the May board meeting for a vote.



**TO:** Plymouth District Library Board      **DATE:** April 10, 2024  
**RE:** Paid Parental Leave Policy,      **FROM:** Shauna Anderson,  
Introduction      Director

I plan to propose adding a policy to support Paid Parental Leave for full-time employees in the coming months. I would like to schedule a Personnel Committee meeting before the June board meeting so that any potential budgetary impacts of the policy can be included in my August budget proposal for Fiscal Year 2025.

Attached are a few sample policies that have differing eligibility requirements, benefit options, and timelines to allow for discussion on what the board feels would be an appropriate level of staff support provided by our community.



# City of Detroit

## Paid Parental Leave Policy (PILOT)

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### 1.0 Purpose

- 1.1 The purpose of Paid Parental Leave (PPL) is to provide time away from work for eligible City of Detroit employees to care for, and bond with their newborn baby or a newly adopted or fostered child. This policy will run concurrently with the City's Family Medical Leave Policy (FMLA), as applicable. This policy will be in effect for the birth, adoption or foster placement of a child "life event" occurring on or after January 1, 2023<sup>1</sup>.

### 2.0 Eligibility

- 2.1 Eligible employees must meet the following criteria:

- a. Be a full-time civil service or regularly appointed employee in good standing and not on an initial probation with the City. (Temporary employees: TASS, provisional, etc., seasonal employees, interns, vendors, or contractors are not eligible)
- b. Be an active employee, working at least 1,250 hours during the 12 consecutive months immediately preceding the leave start date.

- 2.2 Eligible employees must also meet one of the following criteria:

- c. Be the birthing parent of the child(ren). (**Birthing Parent**)
- d. Be the biological parent, spouse or committed partner of the person who has given birth to the child. (**Bonding Parent**)
- e. Adopt or foster a child, (in either case, the child must be age 17 or younger). (**Bonding Parent**)
- f. The adoption of a spouse's child is not eligible for this benefit.

### 3.0 Amount and Duration of Paid Parental Leave (PPL)

- 3.1 Eligible employees can receive up to (6) weeks of paid parental leave (PPL) per birth, adoption, or placement of the child(ren).
- 3.2 Multiple births, adoptions, or placements (e.g., the birth of twins or adoption of siblings), does not increase the 6-week maximum of Paid Parental Leave.
- 3.3 In no case shall an employee receive more than 6 weeks of PPL in a 12-month benefit

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<sup>1</sup> The life event (birth, adoption, foster placement) must occur on 1/1/23 or after to be eligible for the Paid Parental Leave benefit.

period, even if another eligible life event occurs in the same 12-month period.<sup>2</sup>

- 3.4 Each week of PPL is compensated at 100% of the employee's regular, straight-time pay excluding overtime. Paid Parental Leave will be paid on a bi-weekly basis.
- 3.5 Approved PPL may be taken at any time during the 12-month benefit period immediately following the date of birth, adoption, or placement of a child. PPL may not be used or extended beyond this period.
- 3.6 PPL must be requested and taken on a continuing basis and cannot be used intermittently. Any PPL time remaining in the employee's bank will be forfeited upon the employee's return to work or when the employee uses a different time-off code to cover their absence.

*Example: Birth parent requests 4 weeks of PPL. When they return to work or use a different paid time off bank such as FMLA to cover the remainder of the absence, the birth parent will forfeit the remaining 2 weeks of PPL.*

- 3.7 Upon termination of employment with the City, eligible employees forfeit any unused or accrued PPL time and have no claim for payment.

#### **4.0 Coordination with Other Policies**

- 4.1 PPL shall run concurrently with leave under the FMLA. Any PPL taken for child bonding, or for placement of a child due to adoption or foster care, shall be counted toward FMLA. All other requirements and provisions under the FMLA still apply and remain unchanged.
- 4.2 Any eligible employee who exhausts their FMLA time, is still eligible to receive the 6-week PPL benefit.
- 4.3 If a City holiday occurs while the employee is on PPL, such day will be charged to holiday pay. However, such holiday pay will not extend the total PPL entitlement.

#### **5.0 Requests for Paid Parental Leave**

- 5.1 The employee shall provide the Human Resources Department with notice of the request PPL at least 30 days prior to the anticipated date of the leave (or if the leave was not foreseeable, as soon as possible).
- 5.2 Employees may apply for PPL as follows:

- a. Click the link for the City's Leave of Absence System:  
Presagia Login: <https://myleavecod.presagia.com/iZoneWeb/>

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<sup>2</sup> The 12-month calendar is tied to the FMLA calendar, which is currently on a fiscal year basis.

- b. Complete the attached **Paid Parental Leave Request Form** in its entirety and email the completed document(s) to:  
[absenceleavemgmt@detroitmi.gov](mailto:absenceleavemgmt@detroitmi.gov)

## **6.0 Special Considerations**

- 6.1 Two eligible employees who request PPL for the same life event, are entitled to 6 weeks each.
- 6.2 Special consideration should be given to the impact on operations when both parents work in the same department or unit. Employees in this situation are encouraged to stagger their PPL request(s).
- 6.3 The City of Detroit is an Equal Opportunity Employer and champion for diversity, equity, and inclusion. Employees are eligible for this PPL without regard to pregnancy, gender, gender identity, sexual orientation, age, marital status, medical condition, disability, perceived disability, race, ethnicity, national origin, or any other legally protected class or status.
- 6.4 Discrimination, harassment, and/or retaliation for an employee's participation in the PPL or based on any legally protected class or status is strictly prohibited and may result in disciplinary action; up to and including discharge.
- 6.5 The Human Resources Director or their HR Designee can deny or adjust a PPL if:
  - a. The employee has a pattern of continued poor work performance or poor attendance that is not protected under EEOC, Title VII, Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Michigan Persons with Disabilities Civil Rights Act (PWDCRA), Pregnancy Discrimination Act, or similar protected class legislation; or
  - b. The employee has discipline on their employment record related to poor attendance or poor work performance in the 12-month period prior to the leave start date that is not protected by law, as indicated above in Section 6.5(a).
  - c. The leave was granted in error.
- 6.6 This is a pilot program, and the City of Detroit retains the right to interpret and/or amend his policy, as needed.
- 6.7 Honest and detailed feedback is appreciated. Please upload feedback here:

[\*\*Paid Parental Leave Pilot Feedback Form\*\*](#)



# PAID PARENTAL LEAVE REQUEST FORM

The purpose of paid parental leave is to enable the employee to care for, and bond with a newborn or a newly adopted or fostered child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. The policy will be in effect for the birth, adoption or foster placement of a child occurring on or after January 1, 2023. For additional information please refer to the City of Detroit's Paid Parental Leave policy on [PowerDMS](#)

## Eligible employees must be the following criteria:

- Be a full-time civil service or regularly appointed employee in good standing and not on an initial probation with the City. (Temporary employees: TASS, provisional, etc., seasonal employees, interns, vendors, or contractors are not eligible)
- Each parent must submit a separate Paid Parental Leave form
- Per fiscal year: this leave **can only** be used continuously up to 6 weeks; **cannot** be used intermittently

## PLEASE PROVIDE THE FOLLOWING INFORMATION:

<b>FIRST AND LAST NAME</b>	<b>EMPLOYEE ID:</b>
<b>Employee Signature:</b>	<b>Date:</b>
<b>Self or Bonding Parent</b>	<b>Telephone/Cell Number</b>
<input type="checkbox"/> Self <input type="checkbox"/> Bonding Parent	 
<b>EMAIL ADDRESS:</b>	

1. Is this request for:

- Birth (Verification of Birth or Birth certificate)                       Placement for Adoption or Foster placement

2. Anticipated Leave date or placement date:

Paid Parental Leave start date: \_\_\_\_\_ Paid Parental Leave end date \_\_\_\_\_

**ADOPTION/FOSTERING:** For employees in the process of adopting/fostering a child, FMLA family continuous leave may be used if you've met the FMLA requirements. Acceptable documents for placement/adoption purposes includes, but is not limited to:

- Foster care/adoption placement letter
- Adoption court documents
- Birth certificate/certification of birth
- Adoption/foster care agency documents for pre-placement activities
- Travel Documents

**Please send the completed form to:**

**U.S. Mail:** HR Risk Management/Leave  
2 Woodward Ave., Suite 805  
Detroit, MI 48226

**Email:** [absenceleavemgmt@detroitmi.gov](mailto:absenceleavemgmt@detroitmi.gov)

**Fax:** 313-774-5212    or    **Fax:** 313-774-5446



## **Paid Parental Leave Policy**

Employees with newborns or newly adopted children may be eligible for up to four (4) weeks of paid leave. Paid parental leave must be taken within the first six (6) months of the birth or adoption of the child(ren). The amount of paid parental leave does not increase with multiple births or adopted children. Paid parental leave will run concurrently with Family and Medical unpaid leave of absence.

Employees who work a minimum of thirty (30) hours per week and who have been employed by the Library for at least twelve (12) consecutive months are eligible for paid parental leave at 100 percent of the employee's regular pay. Employees on paid parental leave will be paid on regularly scheduled pay dates.

Paid parental leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within six (6) months immediately following the birth or adoption. Unused paid parental leave may not be carried over to a time period following the six (6) months after the birth or placement of the child(ren). There is no payment for unused parental leave upon termination of employment.

If both parents are employed by the Library and eligible for paid parental leave, the combined leave taken must not exceed four (4) weeks per employee or eight (8) weeks combined leave. Leave may be taken consecutively by each employee.

This leave will not include any time taken by the mother for her own health condition following the birth of a child.

Employees who intend to seek this leave should speak with the Executive Director at least two (2) months before the anticipated start of the leave when possible, and submit a letter requesting such leave with the estimated start date and duration of the leave. Such leave shall be granted when it is possible to do so without unreasonable disruption of library services, in the sole discretion of the Executive Director.

## **Support Staff Parental Leave for APA and APSA Members Policy & Procedure**

Last Updated 12/03/2023

### **Policy**

Beginning July 1, 2023, this policy provides eligible employees a maximum of six (6) weeks of paid parental time off for birth, adoption, or placement of a child/children into a household.

### **Applies To:**

Full Time (90%+) employees represented in the bargaining units APA, APSA, and CTU, confidential and non-union APA, APSA, CTU, EXPA, regular 274, ASRA, Nurses.

### **Eligibility**

- Have been continuously employed with Michigan State University, on a full-time basis, for at least 24 consecutive months prior to commencement of the leave
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin
- Be a full-time regular employee (part-time, temporary employees, and on call are not eligible for this benefit)
- Meet one of the following:
  - Be the parent of a newborn child and to care for the newborn child; or
  - Be the parent of a child under the age of 18, that is newly added to the household through adoption, legal guardianship, or foster care.
- This policy applies to a child that is newly added to the household through adoption, guardianship, or foster care and not a child who is already a member of the household. MSU reserves the right to require documentation to justify a newly added child.
- An employee will not receive more than six (6) weeks of paid parental leave in any twelve-month period, regardless of whether more than one birth, adoption, guardianship, or foster placement occurs.
- In situations where the University employs both parents of a newborn/adopted child as eligible support staff, each may have the stated amount of paid parental leave under this policy. Parents employed in the same department or unit should plan the timing of their leaves in consultation with the chairperson, director, manager, supervisor, or dean.

### **General Information**

#### **Time Frame and Compensation:**

- Paid parental leave is compensated at 100 percent of the employee's regular, base pay. Paid parental leave will be paid on regularly scheduled payroll dates.
- Paid parental leave is intended to be taken as a single, continuous block of time.
- Paid parental leave shall be taken, and completed, within twelve (12) months of the qualifying event.
- Paid parental leave must be used upon commencement of the leave, or for birthing parents, at the time of the birth. Other applicable quotas may be applied, following the paid parental leave, prior to the leave of absence becoming unpaid.
- Upon termination of the individual's employment at Michigan State University, the employee will not be paid for any unused paid parental leave for which they were eligible.

#### **Coordination With Other Policies:**



- Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA); the time off will be counted toward the 12 weeks of available FMLA. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, that is granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the family and medical leave policy for further guidance on the FMLA.
- Upon a child's birth, the birthing parent must begin a qualifying medical leave of absence by using available paid parental leave. Once paid parental leave is exhausted, the birthing parent may then use sick quotas. If sick quotas are exhausted, it is optional to use vacation, personal, or personal observance quotas prior to becoming unpaid.
  - If the birthing parent is placed on a medical leave of absence before the child's birth, then the birthing parent must begin a qualifying medical leave of absence by using available sick quotas. If sick quotas are exhausted, it is optional to use vacation, personal, and/or personal observance quotas prior to becoming unpaid, if the birthing parent has not yet given birth.
    - If quotas are exhausted, and the parent has given birth, then paid parental leave must be exhausted before beginning unpaid leave of absence.
  - Per MSU's sick time policy, birthing parents could qualify for an additional four (4) weeks of maternity leave. Sick leave quotas may not be used to cover this time; the employee may use vacation, personal, personal observance, or unpaid time. Please see the support staff sick time policy for further details.
- Upon a child's birth, non-birthing parents, must begin their leave of absence by using paid parental leave. Once parental leave is exhausted, they may use family sick quotas. If family sick is exhausted, it is optional to use vacation, personal, and/or personal observance quotas, prior to becoming unpaid.
- Upon placement of a child via either adoption, guardianship, or foster care, parent must begin their leave of absence by using paid parental leave. Once parental leave is exhausted, they may use family sick, vacation, personal, and /or personal observance quotas, prior to becoming unpaid.
- Michigan State University will maintain all employer paid benefits for which employees are eligible during the paid parental leave period. Employees will remain responsible for any employee premiums, contributions, or other required costs.
- If a university holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

## **Procedure**

### **Employee:**

- An employee must provide his/her department at least 30 days advance notice before parental leave is to begin if leave is foreseeable. If leave is not foreseeable, notice must be given as soon as possible.
- The employee must contact MSU Human Resources to initiate a request for FMLA and/or Parental Leave and to receive the forms that are required to be completed for certification. Employees may request FMLA and/or parental leave via the AbsenceTracker tile on the EBS portal.
- The certification forms are due back within 15 calendar days of the date that they are distributed. Failure to return the completed documentation may result in denial of leave.
- Notify MSU Human Resources when an approved employee begins parental leave, to make sure pay and time entry is continued.
- Notify MSU Human Resources when you return from parental leave, to make sure employee status in EBS is correct and accurate.

### **Department:**

- Notify MSU Human Resources when an approved employee begins parental leave, to make sure pay and time entry is continued.
  - MSU Human Resources will administer all necessary leave and time entry in EBS.

- Notify MSU Human Resources when an employee off on parental leave returns from leave, to make sure employee status in EBS is correct and accurate.
- A department may not use absences that qualify as FMLA leave as a negative factor in employment actions.
- To preserve an employee's privacy, supervisors must ensure all relevant conversations are kept confidential, and documentation is forwarded to the MSU Human Resources office so it can be maintained in a confidential file, separate from personnel records.

#### MSU Human Resources:

- MSU Human Resources will determine if the employee is eligible for parental leave.
- The employee will be provided the applicable form(s) for completion. The employee will be allowed 15 calendar days to complete and submit the documentation for review.
  - Depending on the circumstances of parental leave, various outside documentation may be required to substantiate leave. Examples of documentation that may be required will be addressed in the FAQs.
- Approved employees will be notified in writing of their approval, with the employee's supervisor and unit human resources professional (if applicable) copied.
- MSU Human Resources will perform all necessary record and time processing in EBS during parental leave.
- Once parental leave is exhausted, MSU Human Resources will process all subsequent actions in EBS until employee has returned to work.

#### Return To Work:

- MSU Human Resources or the department may require an employee to report periodically on his/her status and intent to return to work.
- An employee needs to notify MSU Human Resources in writing of return to work date at least two business days in advance but does not need to provide a note from health care provider.

[Back to Support Staff Policies and Procedures](#)