



TO: Plymouth District Library
Personnel Committee

DATE: April 25, 2024

RE: Paid Parental Leave Policy,
Discussion

FROM: Shauna Anderson,
Director

I propose adding a policy to support Paid Parental Leave for employees in the coming months. The drafted policy from our attorney is attached to this memo. The following considerations need to be addressed before the policy can be brought to the board for approval.

Number of Weeks Available

Sample policies range from 4-12 weeks of PPL. With the average full-time employee making \$63,000 annually, this equates to approximately \$1,211 per week of compensation which is already budgeted for annually.

The true cost to the institution, however, is the additional costs of bringing in substitutes when necessary, primarily for public desk coverage. Of the 23 current full-time staff, only half of those individuals would require additional substitute hours. For all other staff, duties can be reassigned and projects postponed to make space for PPL. For those who do require substitutes, this would only be necessary for about half of their scheduled hours. At an approximate rate of \$20/hour, this would cost about \$400/week in additional substitute hours needed on top of what is already budgeted for library staffing.

| Weeks of Leave | Costs already budgeted | Potential cost for substitutes |
|-----------------------|-------------------------------|---------------------------------------|
| 4 weeks | \$4,844 | \$1,600 |
| 6 weeks | \$7,266 | \$2,400 |
| 8 weeks | \$9,688 | \$3,200 |
| 12 weeks | \$14,532 | \$4,800 |

Eligibility

I recommend that the policy cover the birth, adoption, or placement of a new foster child under 17. The benefit should not be used for the adoption of a spouse's child. It can only be used once in a 12 month period, and therefore cannot be multiplied for the birth of twins or adoption of multiple siblings.

I originally proposed reserving this policy for those with full-time status, working over 30 hours per week. After considering the suggestions of our employment attorney, I want to hear the committee's suggestions for opening this up to part-time staff as well as full-time staff. Our attorney recommended employment with the organization for 12 months (not necessarily consecutive), having worked at least 1,250 hours within the previous consecutive 12 months—prioritizing longevity with the institution over the employee's employment status.

Timing

Some policies allow for the use of intermittent leave. This allows families to potentially extend time at home by alternating timing between partners.

All policies have a deadline for use—regularly within 6-12 months of the qualifying event. At that point, unused PPL would be forfeit.

Compensation

I suggest that each week of PPL be compensated at 100% of the employee's regular pay and will be paid out bi-weekly alongside current payroll practices.

Coordination with Other Policies

I suggest that this policy run concurrently with leave under the FMLA, and any PPL used will count toward FMLA. All other requirements of FMLA still apply.

If all PPL is exhausted, employees have the option to make use of PTO banks to extend their time away from the library. Considerations can be put in place to discourage abuse of the policy by those with a demonstrated pattern of poor attendance or work performance. Some employers require that employees use up

their PTO before making use of PPL, but I discourage this to support new parents with family needs that often come up.

Another consideration includes the availability of Short-Term Disability funding, which the library pays for on behalf of all full-time staff members. The library pays an average of just under \$200 annually per-person for STD coverage, which includes medical concerns related to pregnancy. STD coverage provides 60% of the employee's salary up to \$800 weekly for up to 13 weeks per disability.

This support would only be available for the birthing parent and would be paid out by our insurance carrier in addition to any PPL. Our employment attorney suggested that PPL kick in after STD has concluded, but I have concerns about the limitation of benefits based on gender or medical status.

Paid Parental Leave Policy

[Library Name] will provide up to [enter number] weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after [date].

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of [enter number] weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the [enter number]-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than [enter number] weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the [enter number]-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this [enter number]-month time frame.
- In the event of a female employee who herself has given birth, the [enter number] weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the [enter number]-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the [enter number]-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—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.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company 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.
- If the employee is on paid parental leave when the company offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the 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 was on FMLA-qualifying leave.
- Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.