

CITY OF MINNEAPOLIS
Paid Parental Leave Procedures
 (Link to [Policy](#))

Applies to: Applies to all eligible regular full-time, seasonal full-time and regular part-time employees of the City of Minneapolis. Temporary employees and contractors are not eligible for paid leave under this policy.

Synopsis: The approved Paid Parental Leave Policy allows eligible employees to be afforded the opportunity to access and use paid leave for the birth, placement for adoption or adoption of a child.

Department Approval Date: July 22, 2015

Last Updated: November 15, 2016

Links to Related Policies and Procedures: [FMLA Policy](#), [Civil Service Rules](#) and [Leaves of Absence](#).

Administering Department: Human Resources Department

Contact: FMLA Coordinator

Phone: 612.673.5460

Purpose and use of paid parental leave (PRL): Paid parental leave is a benefit to eligible employees recognizing family and work-life balance as important and vital to the success of the City of Minneapolis. Paid parental leave provides up to three weeks of paid leave to eligible employees following the birth, placement for adoption or adoption of a child. This leave is intended to provide additional paid time to bond with the new child and adjust to a new family situation. Eligible employees must exhaust their paid parental leave within twelve weeks of the birth, placement for adoption, or adoption of the child. Leave not used within the 12 weeks will be forfeited. The leave must be used in a solid block of time/continuously.

Eligibility: Paid parental leave will be granted to eligible employees as described below:

1. Eligible employee - Defined as the biological parent, an adoptive parent, or the spouse of a biological or adoptive parent. For the purposes of the Paid Parental Leave Policy, "registered domestic partners," as defined in Minneapolis Code of Ordinances Chapter 142, are considered spouses.
2. To qualify for paid parental leave an employee must:
 - a. Be eligible to accrue sick leave; and
 - b. Have no disciplinary action in the previous two years for the misuse of sick leave.

Amount of leave available: Eligible employees will be provided with paid parental leave as follows:

1. Regular full-time employee - Up to 120 hours (three weeks) of leave.
2. Seasonal full-time employee - Up to 120 hours of leave.
3. Regular part-time employee who works 20 hours per week and is eligible to accrue sick leave - Up to 60 hours of leave.
4. Sworn Fire Personnel working a 24 hour shift – Up to 163.8 hours of leave.
5. Employees who are eligible to accrue sick leave but not described above will be granted paid parental leave on a pro-rated basis in accordance with their regular work schedule.
6. Multiple births or adoptions do not increase the amount of the paid parental leave granted for the event.

Roles and responsibilities:

Role	Responsibility
Employees	<ol style="list-style-type: none"> 1. Complete required forms and provide necessary information so eligibility for paid parental leave can be determined. 2. Accurately enter time into COMET (or Workforce Director) on a bi-weekly basis.
Department Heads	<ol style="list-style-type: none"> 1. Ensure that the policy is communicated to employees. 2. Ensure that all eligible employees are granted leave when a leave is requested under the City's

Role	Responsibility
	Paid Parental Leave Policy.
Managers and Supervisors	<ol style="list-style-type: none"> 1. Understand and comply with City policy and procedures. 2. Ensure that employees requesting paid parental leave are eligible. 3. Inform employees of the types of leaves of absence available. 4. Review and approve time in COMET (or Workforce Director) for direct reports on a bi-weekly basis.
Communications Department	<ol style="list-style-type: none"> 1. With assistance from the Human Resources Department, inform employees of the new policy through appropriate channels.
Human Resources Department	<ol style="list-style-type: none"> 1. Establish, implement, modify procedures necessary to carry out and comply with the policy in accordance with applicable laws, City ordinances, policies and rules. 2. Provide guidance and information to employees about the Paid Parental Leave Policy and Procedures.
FMLA Coordinator	<ol style="list-style-type: none"> 1. Review information submitted by City employees to determine eligibility for paid parental leave. 2. Inform employees of eligibility and approval of Paid Parental Leave. 3. Provide guidance and information to employees about the Paid Parental Leave Policy and Procedures.

Using paid parental leave: Eligible employees must exhaust their paid parental leave within twelve weeks of the birth, placement for adoption, or adoption of the child. Leave not used within the 12 weeks will be forfeited. Once an employee’s request for paid parental leave is approved and initiated within the 12 weeks following the birth, placement for adoption, or adoption of the child, the paid parental leave must be used in a solid block of time. Paid parental leave on an intermittent basis cannot be used.

Paid parental leave and other types of leave: Paid parental leave will run concurrently with other leaves available under federal and state law as described below:

A. Family Medical Leave (FML) under the Family Medical Leave Act (FMLA)

1. When an employee is eligible for FML, paid parental leave will run concurrently with the employee’s entitlement to leave under the FMLA.
2. If an employee is not eligible for FML, or has exhausted their FML, no leave will be granted under the FMLA.

B. Pregnancy and Parenting Leave (PPL) granted under state law

1. When an employee is eligible for PPL, paid parental leave will run concurrently with the employee’s entitlement to leave under Minnesota’s pregnancy and parenting laws.
2. If an employee is not eligible for PPL, or has exhausted their PPL, no leave will be granted under PPL.

C. Holiday leave: If a paid holiday occurs during the time an employee is on paid parental leave, the employee’s time should be coded consecutively as paid parental leave. The holiday will not extend the length of the paid parental leave.

D. Vacation and sick leave: Vacation and sick leave will continue to accrue while an employee is out on paid parental leave.

Accessing paid parental leave benefits

A. For employees eligible for leave under the Family Medical Leave Act

1. Employee completes FMLA Certification of Health Care Provider form and submits to FMLA Coordinator in HR. (**Note:** The FMLA Certification of Health Care Provider form can be completed and submitted before or

after the birth, placement for adoption or adoption of the child.)

2. FMLA Coordinator confirms employee eligibility for FMLA and for leave under the Paid Parental Leave policy. To determine if an employee has misused sick leave in the past two years, the FMLA Coordinator contacts the employee's immediate supervisor. The supervisor reviews the employee personnel file to determine if the employee is ineligible for Paid Parental Leave due to disciplinary action in the previous two years for the misuse of sick leave.
 - a. If eligibility for FMLA and paid parental leave is confirmed, FMLA Coordinator approves leave and informs employee and immediate supervisor.
 - b. If employee is not yet eligible for FMLA, or has exhausted their FMLA leave, the FMLA Coordinator will determine employee eligibility for leave under the Paid Parental Leave Policy. If eligible, the FMLA Coordinator approves the paid parental leave and informs employee and immediate supervisor.
3. Paid parental leave begins and employee enters time in COMET (or Workforce Director) as paid parental leave and FMLA (COMET Payroll Code = PRF).
4. Immediate supervisor reviews and approves time in COMET (or Workforce Director).

B. For Employees Not Eligible for Leave under the Family Medical Leave Act

1. Employee completes Request for Paid Parental Leave form and submits to immediate supervisor.
2. Immediate supervisor reviews the Paid Parental Leave form to determine employee eligibility.
3. Supervisor reviews employee personnel file to determine if the employee is ineligible for paid parental leave due to disciplinary action in the previous two years for the misuse of sick leave and
 - a. If eligible for paid parental leave, the immediate supervisor:
 - i. Signs the Request for Paid Parental Leave form
 - ii. Sends the completed Request for Paid Parental Leave form to the FMLA Coordinator in HR.
 - b. If not eligible for paid parental leave the immediate supervisor:
 - i. Documents the denial on the Paid Parental Leave form
 - ii. Sends the completed Request for Paid Parental Leave form to the FMLA Coordinator in HR.
4. FMLA Coordinator reviews completed Request for Paid Parental Leave form to confirm the qualifying event (e.g. birth, placement for adoption, or adoption of a child), the relationship of the employee to the child, the employee's eligibility to accrue sick leave and the information provided by the supervisor.
 - a. If eligibility for paid parental leave is confirmed, FMLA Coordinator will approve the leave and inform the employee and immediate supervisor.
 - b. If eligibility for paid parental leave is not confirmed, the FMLA Coordinator will deny the leave and inform the employee and immediate supervisor.
 - c. As part of 4a and 4b above, the FMLA Coordinator will send a final copy of the Request for Paid Parental Leave form to the employee requesting the leave, the employee's immediate supervisor, and the department medical file representative. The department medical file representative will file the form in the employee's Department Medical File.
5. Paid parental leave begins and employee enters time in COMET (or Workforce Director) as paid parental leave (COMET Payroll Code = PRL).
6. Immediate supervisor reviews and approves time in COMET (or Workforce Director).

Termination of Paid Parental Leave

The ability to access and use paid parental leave will end as described below:

1. Employee initiates and utilizes the maximum amount of leave (up to three weeks) within 12 weeks of the birth, placement for adoption, or adoption of the child.
2. Twelve weeks elapses since the birth, placement for adoption, or adoption of the child occurs.

If an employee fails to access and/or utilize some or all of the paid parental leave within the 12 weeks after the birth, placement for adoption, or adoption of the child, the leave will be lost/forfeited.

Appeal Process

Should an employee disagree with a decision (e.g. request for leave denied, request for leave not timely, etc.) regarding leave under the Paid Parental Leave Policy, the employee may appeal to the Chief Human Resources Officer (or designee) who will conduct a review of relevant information. The appeal must state the specific issue being appealed, the factual basis for the appeal, and include any other information in support of the appeal.

Appeals must be made in writing and directed to the following:

Chief Human Resources Officer
City of Minneapolis Human Resources Department
250 South 4th Street – Room 100
Minneapolis, MN 55415
Via email: patience.ferguson@minneapolismn.gov

Appeals must be received within 15 calendar days of the decision regarding the specific issue being appealed.

The decision of the Chief Human Resources Officer (or designee) shall be final.

Records Management:

1. Distribution

- a. [FMLA Certification of Health Care Provider form](#) - Once the form is completed by the employee requesting the leave the form should be given to the FMLA Coordinator in the Human Resources Department.
- b. [Request for Paid Parental Leave form](#) – Once the form is completed by the employee requesting the leave; the immediate supervisor (or person with authority to authorize the leave) will review the form and determine the employee's eligibility for paid parental leave. The immediate supervisor should then send the form to the FMLA Coordinator in the Human Resources Department.

After reviewing the form, the FMLA Coordinator will send a final copy of the Request for Paid Parental Leave form to the employee requesting the leave, the employee's immediate supervisor, and the department medical file representative for filing in the employee's Department Medical File.

2. Retention

- a. [FMLA Certification of Health Care Provider form](#) - Family Medical Leave related documents should be retained in a separate locked cabinet in the employee's department medical file rather than the department personnel file. The documents should be kept for a period of at least three (3) years (29 CFR

§§825).

- b. [Request for Paid Parental Leave form](#) - If the form discloses medical related information, copies of the form should be maintained in a separate locked cabinet in the employee's department medical file rather than the department personnel file. Employee medical records are to be retained for five (5) years after the employee separates from employment with the City. For the purposes of this document, employee medical records include any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints. Employee medical records do not include Family Medical Leave related documents described in the section above.