

PARENTAL LEAVE POLICY

Purpose

To enable an employee to care for and bond with a newborn or a newly adopted or newly placed foster child, Murray City will provide up to 120 hours of paid parental leave.

1.0 Eligibility

1.1 An eligible employee is an employee who:

- 1.1.1 is a regular, full-time employee.
- 1.1.2 has been employed with the city for at least 12 months.
- 1.1.3 has worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.

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

- 1.2.1 is the child's biological parent.
- 1.2.2 is the spouse or committed partner of a woman who has given birth to a child.
- 1.2.3 is the parent of a child born under a validated gestational agreement in accordance with Utah law.
- 1.2.3 has 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.

2.0 Policy

2.1 Eligible employees will be provided with up to 120 hours of paid parental leave, based on a 40-hour work week, following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

2.2 Parental leave must be used within six (6) months following the birth or placement of the child and must be taken in one continuous period.

2.3 An employee may not receive more than 120 hours of paid parental leave in a rolling twelve (12) month period. Multiple births, adoptions, or foster care placements within twelve (12) months do not increase the amount of paid parental leave.

2.4 Upon termination of employment, the employee will not be paid for any unused paid parental leave for which they were eligible.

3.0 Coordination with Other Policies

3.1 Parental leave taken under this policy will run concurrently with leave under the FMLA. In no case will the total amount of leave granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.

3.2 After the parental leave is exhausted, the employee shall be required to cover the balance of FMLA leave with the employee's available accrued paid leave time.

3.3 The city will maintain all benefits for the employee during parental leave.

4.0 Requests for Leave

The employee will provide their department director 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).

Adopted March 4, 2025