

**Paid Parental Leave**

**Purpose**

Goodwill will provide 6 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. The purpose of paid parental leave is to enable the employee to care for their newborn or newly adopted child. This policy will run concurrently with the Family Medical leave Act (FMLA), as applicable.

**Policy Revision:**

This policy is subject to change at any time, with or without notice. This policy is also subject to change in accordance with applicable local, state, or federal laws. Goodwill retains the discretion to make exceptions to this policy when deemed necessary.

**Eligibility**

Eligible employees must meet the following:

* Have been employed with the company for at least 12 months
* 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 (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 (the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy.

**Amount, Time Frame and Duration of Paid Parental Leave**

* Eligible employees will receive a maximum of 6 weeks of paid parental leave per birth or adoption of a child/children. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month time frame.
* Employee who has one full year of service qualifies for 50% of their average weekly salary. Employee who has three full years of service qualifies for 100% of their salary. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. A work week can not exceed 40 hours unless designated by the Agency.
* Employees must take paid parental leave in one continuous period of leave during a three-month period surrounding the birth or adoption of a child. Any unused paid parental leave will be forfeited at the end of the 3-month time frame.
* Upon termination of the individual’s employment at the Agency, s/he will not be paid for any unused paid maternity leave for which 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, 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 is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation, or PTO. Upon exhaustion of accrued sick, vacation or PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The Agency will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Agency paid leave such as paid vacation leave, PTO 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.

**Requests for Paid Maternity 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.