

Attachment A

PURPOSE – The proposed amendments to Personnel Rule 15 reflect an additional leave benefit for City of Phoenix employees. The proposed amendments to Personnel Rule 15c2(D) and the addition of 15j include the new paid leave benefit type, Parental Leave, providing eligible employees up to 480 hours of paid City leave for the birth, adoption, or foster care placement of a child during a 12-month period.

New language to be included in the Personnel Rules is identified in all capital letters. Deletions are indicated by strikethrough. For convenience all amendments, including formatting changes, are highlighted in yellow.

Proposed language accomplishes the following:

Establishes Parental Leave

Personnel Rule 15c2(D) is modified to read:

15c2. Qualifications for Sick Leave

Sick leave shall only be allowed when:

* * *

D. Parental Leave. The employee qualifies for leave for the birth, adoption or placement of a child under the Family and Medical Leave Act (FMLA). The employee may use vacation or sick leave for any qualified FMLA absence IF THE EMPLOYEE'S PAID PARENTAL LEAVE BENEFIT IS EXHAUSTED. REFER TO THE PAID PARENTAL LEAVE PROVISIONS UNDER RULE 15J (EFFECTIVE OCTOBER 1, 2022).

Personnel Rule 15 is amended by adding the following:

15j. PAID PARENTAL LEAVE

15j1. ELIGIBILITY AND ENTITLEMENT:

EFFECTIVE OCTOBER 1, 2022, AN EMPLOYEE MAY BE ALLOWED UP TO 480 HOURS OF CITY-PAID LEAVE UPON THE BIRTH, ADOPTION, OR FOSTER CARE PLACEMENT OF A CHILD. TO BE ELIGIBLE FOR PAID PARENTAL LEAVE, AN EMPLOYEE MUST MEET THE FAMILY AND MEDICAL LEAVE ACT (FMLA) ELIGIBILITY REQUIREMENTS. AN EMPLOYEE MUST HAVE BEEN EMPLOYED BY THE CITY FOR AT LEAST 12 MONTHS AND HAVE PERFORMED AT LEAST 1,250 HOURS OF WORK DURING THE 12-MONTH PERIOD IMMEDIATELY PRECEDING THE COMMENCEMENT OF THE LEAVE. PAID PARENTAL LEAVE WILL RUN CONCURRENTLY WITH AN EMPLOYEE'S FMLA ENTITLEMENT. EMPLOYEES WHO HAVE EXHAUSTED THEIR FMLA ENTITLEMENT FOR REASONS OTHER THAN THE BIRTH, ADOPTION, OR FOSTER CARE PLACEMENT OF A CHILD MAY BE ALLOWED UP TO 480 HOURS OF PAID PARENTAL LEAVE. PAID PARENTAL LEAVE DOES NOT EXTEND FMLA LEAVE PROTECTIONS AND ENTITLEMENT HOURS. WHEN BOTH PARENTS ARE CITY EMPLOYEES, EACH EMPLOYEE MAY BE ALLOWED UP TO 480 HOURS OF PAID PARENTAL LEAVE. A MAXIMUM OF 480 HOURS OF PAID PARENTAL LEAVE IS AVAILABLE ONLY ONCE DURING A CONSECUTIVE 12-MONTH PERIOD. THE 12-MONTH PERIOD BEGINS UPON THE DATE OF THE BIRTH, ADOPTION, OR FOSTER CARE PLACEMENT OF A CHILD.

15j2- USAGE:

ELIGIBLE EMPLOYEES MAY USE UP TO 480 HOURS OF PAID PARENTAL LEAVE DURING THE 12-MONTH PERIOD BEGINNING ON THE DATE OF THE BIRTH, ADOPTION, OR FOSTER CARE PLACEMENT OF A CHILD. PAID PARENTAL LEAVE MUST BE SCHEDULED IN ADVANCE AND BE TAKEN CONTINUOUSLY OR IN INCREMENTS OF AT LEAST ONE FULL DAY AT A TIME. PAID PARENTAL LEAVE WILL BE SUBSTITUTED FOR OTHER LEAVE TYPES FOR UP TO 480 HOURS DURING THE 12-MONTH PERIOD BEGINNING ON THE DATE OF THE BIRTH, ADOPTION, OR FOSTER CARE PLACEMENT OF A CHILD.