

PARENTAL LEAVE

APPLIES TO: All Staff

APPROVED BY: Leadership Team

RELATED POLICIES: *Bereavement Policy, All Leave Policy*

OVERVIEW: The Chicago Community Trust offers paid parental leave to full-time 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 Trust will provide up to twelve (12) weeks of paid parental leave to an employee 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 recently placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligible employees must meet the following criteria:

- Be a full-time regular employee
- 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.

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

- Have given birth to a child.
- Be a spouse or committed partner of someone who has given birth to a child.
- Have adopted a minor child or been placed with a foster minor child.

Amount, Time Frame and Duration of Paid Parental Leave:

- Eligible employees will receive a maximum of twelve (12) weeks of paid parental leave per occurrence of birth, adoption, or placement of a child/children.
- Paid leave will be administered at 100% of the employee's salary for the first eight (8) weeks of leave, and 60% of the employee's salary for the remaining four (4) weeks. An employee may also choose to use accrued vacation and sick leave to achieve 100% pay.
- If the employee receives Short Term Disability during the leave, it will be used to supplement the employee's salary to 100% during the first 8 weeks.
- Employees must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Coordination with Other Policies:

- Employees will not accrue paid vacation or sick time during leave.
- The Trust will maintain all other benefits for employees during the paid parental leave period. Employees will still be responsible for the employee portions of any benefits.

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Office closures that occur during the parental leave period, such as holidays, cannot be combined with or used to extend paid time off.

KEY DEFINITIONS AND TERMS

- **Parental Leave:** Parental leave is an employee benefit that provides approved time off for the birth, adoption or care of a child or dependent. In the United States, unpaid parental leave is mandated by law for both mothers and fathers, which means the company must hold the employee's position during an approved absence.
- **Family and Medical Leave Act:** FMLA is a federal law that requires covered employers to grant an eligible employee up to a total of 12 work-weeks of unpaid leave during any 12-month period for one or more of the following reasons:
 - for the birth and care of the newborn child;
 - for recently placement of a child due to adoption or foster care;
 - to care for an immediate family member (spouse, child or parent) with a serious health condition; or
 - to take medical leave when the employee is unable to work because of a serious health condition.
- **Short-Term Disability:** Short-term disability is a common benefit that gives employees a temporary source of income whenever they become injured or ill. Because the disability benefit is a short-term one, the employee is expected to return to work after a specific amount of time has passed.

PROCEDURES AND TRAINING MATERIAL

- [Request for Leave of Absence Form](#)
- [How Do I...Request A Leave of Absence](#)