

LOWER MERION TOWNSHIP

PROPOSED PAID PARENTAL LEAVE FOR FULL-TIME TOWNSHIP EMPLOYEES

PURPOSE: To provide up to twelve (12) weeks of paid parental leave to Township Employees following the birth of a child or the placement of a child in connection with adoption or foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

KEY PROVISIONS:

- Twelve (12) weeks of paid parental leave offered to
- Available to all full-time, regular employees who:
 - Have been employed with the Township for at least twelve (12) months,
 - Have worked at least 1,250 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin, AND
 - Have successfully completed their probationary period.
 - Who are committed to return to work with the Township of Lower Merion after the parental leave expires. The period of commitment is one (1) year from the date the parental leave pay ends. Employees who leave before the commitment period is complete, will be required to repay the parental leave paid.
- Available to employees who have given birth, the spouse or partner of a woman who has given birth, and employees who have adopted a child or has been placed with a foster child.
 - Adoption of a new spouse's child is excluded
- Compensated at one hundred (100%) percent of the employee's regular, straight-time hourly pay.
- Must be utilized within one (1) year of the qualifying event (e.g., birth, adoption, etc.) and must be completed before the first anniversary. Unused Paid Parental Leave will be forfeited.
- Used up to ninety (90) days prior to the qualifying event if the parent giving birth or the child has a medical condition. Documentation from a medical professional will need to be submitted to the Township in advance.
- Can be taken in a continuous period of time or intermittently as needed. However, the intermittent periods must be used in a minimum of two (2) week increments. No more than three (3) intermittent periods will be permitted for each leave.
- Leave may be terminated by the Township if the employee informs the Township during the leave that they do not intend to return to work at the conclusion of the leave.
- Leave to run concurrently with FMLA.