

PAID PARENTAL LEAVE (PPL)

In recognition of the importance of bonding and care of a newborn child or a child placed for adoption, Gallatin County will provide Paid Parental Leave (PPL) to eligible employees.

Eligibility: Eligible employees are regular or probationary status full- or part-time employees who have, themselves or with their spouse or partner, experienced the live birth or adoption of a child(ren) within the timeframes outlined in this policy and who have been employed by Gallatin County for six months. Part-time employees are eligible for pro-rated benefits. Foster and legal guardianship arrangements and adoption of a spouse's or partner's child(ren) are not qualifying events for this benefit.

Benefit: Eligible employees are entitled to a maximum of six work weeks (240 hours) of PPL in a 12-month period.

- PPL will be paid at 100 percent of the employee's base pay plus longevity where applicable (excluding temporary increases of pay); part-time employees' benefits will be pro-rated. PPL may be taken upon the live birth or adoption of a child under the age of 18. If the adoption involves a child who is medically documented to be incapable of self-care because of a mental or physical disability the age limit of 18 will be waived upon receipt and review of documentation by the Human Resources Department.
- The employee may choose to complete their six weeks of PPL as continuous leave or may work with their supervisor to establish an approved intermittent or reduced schedule, and may take PPL immediately following the live birth or adoption or may delay commencement, with the following conditions:
 - o PPL must be completed within six months following the birth or adoption of the child(ren). Any PPL remaining at six months following the event will expire unless an exception has been specifically granted.
 - o Any PPL remaining six months following the birth or adoption of a child(ren) is not banked for later use or paid out.
 - o PPL may not be donated to the Sick Leave Fund or via direct donation.
- Dates for intermittent PPL will be determined by agreement between the employee and the supervisor, with regard to the best interest of the County as well as the best interest of the employee. Where the interest of the County requires the employee's attendance, the County's interest overrides the employee's interest.
- No additional time will be allotted for multiple births or adoptions that occur at the same time.
- In the event both parents are employed by the County, they cannot take PPL at the same time.
- If the employee chooses not to return to work following PPL, or quits within 90 days after return, the County will require the employee to reimburse the County the amount it paid for the employee's health benefits premium during the leave period.

Exception(s): Exceptions only to the expiration of PPL may be made. In the event a PPL-eligible employee's child(ren) is/are placed in a neonatal intensive care unit (NICU), the employee will be allowed to begin the six weeks of PPL when the child(ren) is/are released from the NICU even if their release date makes the receipt of PPL beyond six months from the birth. Requests to consider other extenuating circumstances for extension of PPL beyond six months post-birth or adoption must be submitted in writing to the Director of Human Resources and will be considered on a case-by-case basis by the County Commission.

Procedure: Requests to use PPL should be submitted in writing to the employee's supervisor and Human Resources Department with as much notice as possible, at least 30 days prior to birth/adoption if practicable. HR and the supervisor will work together to coordinate the use of PPL with other approved leave requests.

- PPL will count concurrently against Family and Medical Leave for employees eligible for FMLA.
- When a holiday falls during an employee's PPL, the employee will be paid for the legal holiday instead of PPL.
- Employees will continue to accrue sick and vacation leave in accordance with state law.
- Employees cannot receive PPL and short-term disability benefits at the same time.
- If PPL is taken during the employee's probationary period, the leave will not be considered time worked.

- An employee using PPL may not concurrently work any hours that would create an overtime obligation for the County.
- The effective date of the policy shall be January 1, 2020 regardless of when it is adopted. Eligible employees may request PPL for any live birth or adoption occurring on or after January 1, 2020.