

319. Paid Parental Leave

Paid Parental Leave provides an eligible employee up to six (6) weeks of paid, continuous leave to bond with and care for their newborn or adopted child and will be:

- .1 Taken immediately following the birth or adoption of the child.
- .2 Designated as Family Medical Leave Act (FMLA) leave for eligible employees; see *section 314 for more information*.
 - .21 If FMLA leave has been previously exhausted for reasons other than Paid Parental leave, the employee will remain eligible for up to six (6) weeks of paid parental leave.
- .3 Available for an employee who meets the eligibility criteria below:
 - .31 Employee must have worked for the City for at least twelve (12) months; **and,**
 - .32 Employees must have worked at least 1,250 hours in the twelve (12) months prior to the expected leave date; **and,**
 - .33 Employee has not used Paid Parental Leave within the previous twelve (12) month period.
 - .331 The twelve (12) month period will be measured beginning with the commencement of the employee's leave; **and,**
 - .34 Employee represents they would use this time to bond and care for their newborn or adopted child.
- .4 When the need for leave is foreseeable, employees should provide at least thirty (30) days written notice to their direct supervisor and FMLA personnel (FMLA@cityoftulsa.org) before Paid Parental Leave benefits begin.