

**SUBJECT: PAID PARENTAL LEAVE**

Purpose:

The purpose of this APM is to establish a Paid Parental Leave Policy (“Policy”) for City of Madison employees. The established Policy will detail procedures for administration of the Policy. The purpose of parental leave is to provide a parent with paid time off to care for and bond with their newborn or newly adopted child. The intent of the Policy is to provide eligible employees with a paid leave benefit to allow for time to bond with their new child, adjust to their new family situation, and balance personal obligations that result from a qualifying birth or qualifying adoption event. Departments should be flexible in managing Paid Parental Leave requests to the greatest extent possible and refrain from any interference in the use of Leave taken in conjunction with this Policy.

Eligibility:

Employee eligibility will be established in accordance with the Paid Parental Leave Policy.

Leave Amount:

Available Paid Parental Leave balances for eligible employees will be established in accordance with the Paid Parental Leave Policy.

Procedure:

Procedures for employee application for a Paid Parental Leave benefit and the City of Madison’s administration of the Paid Parental Leave Policy, including determination of employee eligibility, length of leave, benefit amount, and use of leave, will be set forth within the Paid Parental Leave Policy.

If an employee’s use of paid parental leave results in a vacation carryover in excess of 10 days, authority for the approval of the excess vacation to be carried over will fall solely to the Human Resources Director and will not require approval by the employee’s Department/Division Head, as otherwise required by APM 2-5.

Authority:

The Human Resources Director shall maintain and interpret this policy.



Paul R. Soglin  
Mayor