

## **CHAPTER V – EMPLOYEE BENEFITS**

### **SECTION 21: PAID PARENTAL LEAVE (PPL)**

#### **Policy**

The City of Round Rock supports employees in balancing work responsibilities with family obligations during significant life events. Paid Parental Leave (PPL) provides eligible employees paid time away from work to care for and bond with a newborn child or a newly placed child through adoption, foster care, or other legal placement.

#### **Eligibility**

To be eligible for PPL, an employee must:

1. Have been employed with the City for at least six (6) consecutive months in a regular full-time or regular part-time position; and
2. Meet one of the following qualifying events:
  - The employee has given birth to a child;
  - The employee is a co-parent of a newborn child;
  - The employee has adopted a child age 17 or younger (excluding adoption of a spouse's child);
  - The employee has received placement of a child through foster care or other legal placement.

PPL is not permitted for:

- Placement of a child pursuant to parental custody court orders;
- Legal assignments such as Guardian ad Litem;
- Surrogate mothers;
- Sperm donors.

#### **Benefit Provision**

Eligible employees may receive a maximum of ten (10) paid working days of PPL during a rolling 12-month period.

- The leave entitlement will be converted to hours based on the employee's regular scheduled work hours.
- The maximum PPL allowance cannot be exceeded within a rolling 12-month period.
- Each eligible parent employed by the City may receive their full PPL benefit.

- For adoption, the employee may select the qualifying date as either the placement date or court approval date.
- PPL is paid at 100% of regular straight-time pay and not considered productive time (time worked).
- Unused PPL is not paid upon separation.
- City holidays occurring during PPL will be coded as holiday pay.

### **Request Procedures**

Employees must:

1. Submit a written request to HR at least 30 days prior to anticipated leave, or as soon as possible if unforeseeable.
2. Complete required forms and submit supporting documentation.
3. Coordinate scheduling with their supervisor.

### **Coordination with Other Leave Policies**

- PPL runs concurrently with FMLA when applicable.
- Employees not eligible for FMLA may still receive PPL.
- Total combined leave for birth or placement may not exceed 12 weeks when FMLA applies.
- Employees are not required to exhaust other paid leave before using PPL.
- Additional paid leave may be used to extend paid time off beyond PPL.

### **Administration**

HR is responsible for verifying eligibility, processing requests, and maintaining compliance. Supervisors must coordinate with employees and ensure proper payroll coding. Misuse of PPL may result in disciplinary action.

### **Return to Work**

Employees are expected to return to work on the approved date. Any work restrictions must be communicated to HR in advance