

**AN ORDINANCE AMENDING CHAPTER 4 OF THE CARRBORO TOWN CODE
TO PROVIDE PAID PARENTAL LEAVE**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1: Article VII of Chapter 4 of the Carrboro Town Code is amended by adding a new section 4-78 as follows:

Section 4.78 Paid Parental Leave

Effective December 1, 2018, employees who qualify for Family and Medical Leave Act (FMLA) coverage under Section 4-65 of this Article will be eligible to receive a maximum of 240 hours of paid parental leave during each 12 rolling monthly period for the birth, adoption, or placement of a foster child. Paid Parental Leave will run concurrently with the employee's Family and Medical Leave.

Paid parental leave will be provided to any qualifying full-time or permanent part-time employee who is a new birth parent, spouse of a birth parent, domestic partner, or foster parent of a child age 18 or younger. (Domestic partners will be asked to provide documentation of the partnership.)

If both parents are employed by the Town at the time of the child's birth, adoption, or foster care placement, the couple will be entitled to a total of six weeks of paid parental leave combined. The birth or placement of more than one child (i.e. twins or siblings) at the same time does not entitle the employee to additional paid leave above the 240 hour maximum. Adoption of a stepchild or stepchildren does not qualify for paid parental leave.

An employee requesting paid parental leave must complete a Paid Parental Leave Request Form at least sixty days in advance of taking such leave, if practicable, along with FMLA forms that must be completed by the parent's medical provider, or legal representative in the case of adoption or foster care placement. Both forms are available from the Human Resources Department and should be submitted to that Department. Leave must be approved by the employee's department head, the Human Resources Director, and the Town Manager.

Payment will be made to the employee's bank account via direct deposit on the Town's biweekly payroll schedule, and employees who are on paid parental leave will receive pay for their regular, biweekly hours, not to exceed 240 hours in any 12 rolling month period. The employee's usual payroll deductions and contributions, and the Town's usual payroll contributions, will continue.

All benefits provided to the employee per Town policy prior to paid parental leave will continue. Any employee contributions for benefits, 401k loans, or other employee obligations normally paid by the employee through payroll deduction, shall continue.

If a holiday occurs during the paid parental leave period, the holiday will be paid and will not count against the paid parental leave hours.

Employees continue to accrue service time, as well as sick and vacation leave, according to Town policy.

A qualifying employee is entitled to paid parental leave once in each 12 rolling month period. Leave must be taken immediately after the birth, adoption, or placement of the child/children, and the 240 hours must be taken consecutively, subject to the exception provided for in the next paragraph of this Section. All unused leave will be forfeited upon the employee's return to work. If both parents are employed by the Town, the couple will be entitled to a total of 240 hours of paid parental leave combined, and only one parent will receive FMLA leave running concurrently with the paid parental leave.

An employee may request intermittent paid parental leave or a delayed start of the leave period. Such requests must be made to Human Resources at least sixty days in advance of taking leave, if practicable, and may be approved by the Department Head, Human Resources Director, and Town Manager in the Town's discretion. All paid parental leave must be taken within 12 months of the birth or placement of the child/children.

An employee is expected to return to work at the end of his/her approved paid parental leave, unless the employee has received approval to extend the time away from work with other types of leave. Employees should notify Human Resources and their Supervisor or Department Head if there is any anticipated change in their original return-to-work date. Nursing mothers who return to work will receive paid break times and private space to pump breast milk, as well as access to refrigerated storage.

Section 2. All provisions of any Town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of November 2017.

Ayes: _____

Noes: _____

Absent or Excused: _____