



Policy 5.13	Parental Time (NEW)		
<u>Effective Date:</u> 11/12/24 <u>Last Amended Date:</u> 4/1/2025	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u>	<u>Authorizing I.C. Sec:</u>

Parental Time 5.13

POLICY

All employees are eligible to apply for up to twelve (12) work weeks of Family Medical Leave and/or Personal Leave to care for and bond with a newborn or newly adopted child. It is the policy of DuPage County to provide eligible employees up to twelve (12) work weeks of paid Parental Time during an approved leave to care for and bond with a newborn or newly adopted child.

ELIGIBILITY

- All full-time and part-time employees **who are budgeted to work a minimum of twenty (20) hours per week and** have worked at least 1,250 hours **during the or** twelve (12) months **and are not in a new hire probationary period at the time of birth or adoption of a child preceding the qualifying event and who have completed twelve (12) months of service** are eligible to receive **up to twelve (12) work weeks of** Parental Time.

GUIDELINES

- A. An eligible employee will be entitled up to a total of twelve (12) work weeks of Parental Time during a designated six (6) months and used within six (6) months following the event for one or more of the following:
 1. The birth and care of the newborn child of the employee.
 2. The placement of a child, younger than 18, with the employee for adoption. The adoption of a new spouse's child is excluded from this policy.
- B. The County uses a rolling twelve (12) month calendar to calculate an employee's eligibility for Parental Time, measured backward from the date of qualified event.
- C. All eligible employees must be covered on an approved leave of absence, either Family Medical Leave (Policy 5.9: Family Medical Leave) or Personal Leave (Policy 5.5 Personal Leave) to be eligible to receive Parental Time.

- D. Employees who qualify for Parental Time will be required to use Parental Time before other paid time.
- E. In most circumstances, an employee may be required to use any accrued vacation time, sick time, and compensatory time during any unpaid portion of a leave after Parental Time has exhausted, providing this does not interfere with eligibility for IMRF disability.
- F. Employees may choose to use Paid Leave during any unpaid portion of a leave, or bank that time based on the requirements and provisions under Policy 5.2 Paid Leave.
- G. Eligible employees will receive a maximum of twelve (12) work weeks of Parental Time per birth or adoption of child/children. The Parental Time must be taken in blocks of time and used within six (6) months following the birth or adoption of the child/children. The fact that a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the twelve week total amount of paid Parental Time granted for that event. In addition, in no case will an employee receive more than twelve (12) weeks of Parental Time in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.
- H. Each week of Parental Time is compensated at one hundred (100) percent of the employee's regularly **scheduled**, straight-time bi-weekly pay. Parental Time will be paid on a biweekly basis on regularly scheduled pay dates.
- I. Reinstatement or other benefits and conditions of employment while receiving Parental Time will be based on the requirements and provisions under Policy 5.9: Family Medical Leave (FMLA) or Policy 5.5 Personal Leave. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave.

PROCEDURES

1. An employee must contact the Human Resources Department to request Parental Time, at least thirty (30) days in advance, where practical or where leave is foreseeable, stating both the purpose and the beginning and ending dates of the leave. If the need for leave is not foreseeable, or the employee does not receive thirty (30) days advance notice themselves, notice is required as soon as practicable, generally within one (1) to two (2) days of learning of the need for leave.
2. The Department Head and Director of Human Resources, or their designee will be notified of an employee's eligibility for Parental Time.
3. An employee will be required to provide their supervisor with a schedule or a one (1) to two (2) day notice of anticipated absences.
4. The Human Resources Department will notify the employee of the status of their request for Parental Time in writing.
5. Employees may be required to provide periodic updates of their status and intent to return to work while receiving Parental Time.
6. If circumstances of a leave change, and the employee would like to return to work

earlier than the date specified, the employee should notify the Human Resources Department and their supervisor at least two (2) working days prior to returning. Any unused Parental Time will be forfeited.

7. If an employee fails to return from leave, the employee's supervisor should notify the Department Head and Human Resources Department immediately.