



Part 10 Employee Leaves | West Valley City Personnel Policies and Procedures

Part 10 Employee Leaves

- I Attendance and Punctuality**
- II ADA Reasonable Accommodation**
- III Leaves with Pay**
- IV Leaves Without Pay**
- V Paid Time Off**
- V Paid Time Off –*Effective June 21, 2025***
- VI Banked Sick Leave**
- VII Holidays**
- VIII Family Medical Leave (FMLA)**
- IX Parental Leave**
- X Short Term Disability Leave (STD L)**
- XI Temporary Modified Duty**
- XII Military Leave**
- XIII Funeral/Bereavement Leave**
- XIV Jury Duty**
- XV Voting Leave**
- XVI Lunch and Break Periods**
- XVII Administrative Leave**

IX Parental Leave Policy

Purpose

This policy provides paid leave to employees for the birth of a child, bonding and caring for the newborn, bonding with an adopted child, and for bonding and caregiving related to surrogate birth.

The parental leave will run concurrently with FMLA, as applicable. The City of West Valley provides up



to four weeks of paid parental leave as outlined below.

1. Eligibility

Employees must meet the following criteria:

A. Have been employed by the City of West Valley and have successfully completed their probationary period.

B. Have worked at least 1,250 hours in the 12 consecutive months immediately preceding the start date of the requested leave.

C. Be a full-time employee - *an authorized position who works 30 hours or more per week and has successfully completed the probation period.* Part-time, contracted, temporary, seasonal employees, and interns are not eligible – *less than 30-hours per week within a 1-year measurement period.*

(Personnel Policies and Procedures – Part 3 – Employment Classification)

Specific Eligibility Criteria for Parental Leave:

- Must be a parent or intended parent through birth, adoption (excluding adoption of a spouse's child), or surrogacy, and if not the birthing parent, you must be the spouse, domestic partner (with valid affidavit), or intended parent.

2. Amount, Time Frame, and Duration of Paid Leave

A. Eligible employees will receive up to four weeks of paid parental leave per rolling year (to run concurrently with FMLA).

B. Paid parental leave is granted per birth, or adoption, not per child. Multiple births (e.g., twins or siblings) do not increase the up-to-four weeks total per rolling year.

C. If both parents are employees of the city, each is entitled to up to four weeks of paid parental leave.

D. Employees may use paid parental leave intermittently within first 3 months after the birth or adoption of the child.

3. Coordination with Other Policies

A. Parental leave will run concurrently with FMLA leave. Any leave taken under this policy will count toward the 12-week FMLA leave entitlement within a rolling 12-month period. Please refer to the Family and Medical Leave Policy for further details.

B. After paid parental leave is exhausted, the remaining FMLA leave, if applicable, will be covered using the employee's accrued leave. Once these leave balances are exhausted, any remaining time will be unpaid leave.



C. The City will maintain benefits for employees during their paid leave period as if they were taking other types of paid leave.

D. If an employee is on paid leave during administrative leave, the day will be recorded as paid leave. Administrative leave will not extend the bonding leave allotment.

4. Requests for Paid Leave

A. Employees must notify their Department Head and Human Resources (HR) at least 30 days in advance of the requested leave date. If the leave is unforeseeable, notice must be given as soon as possible.

B. Employees must complete and submit the required HR forms and provide necessary documentation, including medical verification.