



City Paid Parental Leave Frequently Asked Questions

1. When does City Paid Parental Leave become available?

City Paid Parental Leave is available to eligible employees whose children are born or placed on or after January 1, 2016.

2. Who is eligible for City Paid Parental Leave?

Regular, probationary, limited duration and temporary employees in budgeted positions, Bureau Directors and employees in elected officials' offices who are considered "at will" who have been employed by the City for at least 180 consecutive calendar days. Accordingly, seasonal employees and returning PERS retirees are not eligible. Family members employed by the same bureau may take City Paid Parental Leave at the same time.

3. Is City Paid Parental Leave available for absence due to prenatal care or incapacity related to pregnancy or recovery following the birth of a child?

City Paid Parental Leave is for leave taken to bond and care for a newborn child, a newly adopted child or a newly placed foster child.

4. Is City Paid Parental Leave in addition to leave covered by the Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), or a collective bargaining agreement?

City Paid Parental Leave is not additional. It will run concurrently with parental leave covered by FMLA, OFLA, or a collective bargaining agreement.

An employee who exhausts all available FMLA and/or OFLA entitlements for a different reason will be eligible to take City Paid Parental Leave under this rule.

5. Can an employee take City Paid Parental Leave intermittently?

City Paid Parental Leave must be taken continuously following birth, adoption or foster placement; unlike FMLA or OFLA parental leave, which allows intermittent usage before adoption or foster placement.

6. How does City Paid Parental Leave work in combination with use of paid leave accruals?

City Paid Parental Leave must be exhausted before use of sick leave, personal holidays, unreserved vacation leave, deferred holiday, management leave, unreserved compensatory time, or unpaid leave.

7. How is an employee paid during City Paid Parental Leave?

Employees will receive their current rate of pay, excluding any premiums or out of class pay. No employee may receive more pay while on City Paid Parental Leave than they would have received if working.

8. Does an employee receive pay when a holiday falls during City Paid Parental Leave?

Employees will receive their current rate of pay, excluding any premiums or out of class pay when a holiday falls during City Paid Parental Leave.

9. How do employees apply for City Paid Parental Leave?

Employees are required to give 30 days' notice when the leave is foreseeable by completing a FMLA/OFLA Leave of Absence application form and providing it to their supervisor or responsible administrator. For unforeseeable or emergency situations, the employee must give verbal notice as soon as it is possible and practical and submit a FMLA/OFLA Leave of Absence application.

Contact your bureau FMLA Coordinator to obtain the application or print it from the Leave Management section of the BHR Forms Library:

<https://www.portlandoregon.gov/bhr/article/10174>.

10. Is there a limit to the amount of City Paid Parental Leave an employee can take?

Eligible employees are entitled to a maximum of 6 continuous weeks of City Paid Parental Leave in a calendar year. No employee may be absent on City Paid Parental Leave for more than 6 weeks, regardless of work schedule.

An employee who is unable to complete 6 continuous weeks of City Paid Parental Leave before the end of one calendar year will be permitted to continue the leave into the new calendar year up to the remaining balance of 6 continuous weeks. Under this circumstance, the employee would not be eligible for a full 6 weeks of City Paid Parental Leave for a different parental leave event in the same calendar year, unless the HR Director grants an exception.

An employee's entitlement to City Paid Parental Leave expires at the end of the 12-month period, which starts from the date of the birth, adoption, or placement. Unused City Paid Parental Leave cannot carry over to the next calendar year or be cashed out.

11. Are employees entitled to health care benefits during City Paid Parental Leave?

The City will continue to pay its share of health care benefits for benefits eligible employees during City Paid Parental Leave. The City will continue payroll deductions for the portion of health care premium or premiums for other benefits normally paid by the employee.

12. Is there a limit on the total number of occurrences of City Paid Parental Leave an employee can use during their employment with the City?

There is no limit.

13. Is the leave a break in service, for purposes of seniority, when City Paid Parental Leave is not concurrent with FMLA and/or OFLA or leave under a collective bargaining agreement?

City Paid Parental Leave is protected leave and is not a break in service.

14. Is it possible to extend a probationary period due to City Paid Parental Leave?

City Paid Parental Leave may be the basis for extending a probationary period as with other absences, subject to the appropriate procedures, requirements and approvals.