

Frequently asked Questions

Eligibility

- 1. When is this policy Effective?**
January 1, 2016.
- 2. I had my baby/adopted my child in December. Does this policy apply to me?**
No. The policy applies only after January 1, 2016. Employees who adopt children or whose biological children are born before midnight on December 31, 2015, are not eligible for this benefit.
- 3. I work part-time less than $\frac{3}{4}$ time. Does the policy apply to me?**
No. The policy applies to permanent full time employees working at least $\frac{3}{4}$ time.
- 4. My child's other parent works for Cincinnati. Can we both take leave?**
Yes. If both parents are employees of the City of Cincinnati, they are each eligible for six weeks of Parental Leave. The parents may elect to take leave concurrently, or they may elect to take Parental Leave consecutively. In no instance, shall the combined Parental Leave extend beyond twelve weeks after the biological child is born or the adopted minor child is placed.
- 5. The other parent of my child is not married to me. Can we still use leave for our new born child?**
Yes. The parents may elect to take leave concurrently, or they may elect to take Parental Leave consecutively. In no instance, shall the combined Parental Leave extend beyond twelve weeks after the biological child is born.
- 6. The child I adopted is a minor. Can I use the policy for leave?**
Yes. The policy applies for the birth of a newly-born child or for the adoption of a minor child.
- 7. I am adopting a child and my significant other does not live with me but will help raise the child. Is leave available for the other parent if not living with us?**
No. Leave is available for the adoption of a minor child living in the same household as the employee.
- 8. What verification is needed to take the leave and how soon do I have to provide verification of birth or adoption?**

Verification is needed within 90 days of the birth or placement. Failure to do so may result in the forfeiture of leave and the employee will be responsible for reimbursing the City the value of any benefits received under this policy.

9. I have more than one child being born within the same time frame. Can I take leave for both children?

Multiple births within six weeks of each other shall be considered one qualifying event for purposes of determining eligibility for Parental Leave.

10. I am adopting more than one child and the second child is not coming to live with me for a few months. Can I take a leave when the second child comes?

Yes. Multiple adoptions within six weeks of each other shall be considered one qualifying event for purposes of determining eligibility for Parental Leave. If the second child arrives more than six weeks after the first, leave is permitted.

Time Frame

11. How long of a leave can I take?

Parental Leave consists of six calendar weeks, including a 14 calendar day Waiting Period, which immediately follows the birth or adoption of an eligible child, followed by the 28 calendar day 70% Supplemental Leave Period.

12. When can I take the leave?

After the birth or adoption of a child born on or after January 1, 2016, the employee's waiting period begins. After the expiration of the Parental Leave, additional leave will be governed by City policy or the applicable collective bargaining agreement.

13. How long is the waiting period?

The Waiting Period lasts for two weeks (fourteen calendar days) beginning on the day an eligible child is born or adopted. Employees taking Parental Leave must serve a waiting period of fourteen calendar days.

14. When does the waiting period begin?

The Waiting Period begins on the day the biological child is born or the adoptive child is placed.

Pay

15. I want to be paid during the waiting period. How can I do this?

Employees may work their regular and assigned schedule or use accumulated, paid, leave. If no leave banks are available, you may request advanced sick leave.

16. How much of my pay does the City cover while I am on leave?

70% of the regular rate. The 70% Supplemental Leave Period lasts for, at most, four weeks immediately following the end of the Waiting Period.

17. How is the 70% determined for most employees?

- a. Add the total hours worked over the immediately preceding three months;
- b. Determine the average number of hours worked per calendar week;
- c. If the average number of hours worked is over forty, use forty hours as the average;
- d. Multiply the average number of hours or 40 (whichever is less) by 70%. That number is the number of Paid Parental Leave hours to which the employee is entitled each week of the four week Parental Leave;
- e. Multiply the number of Paid Parental Leave hours by the employee's regular hourly wage. That number is the maximum dollar amount of paid parental leave the employee may take each week during the four weeks of Paid Parental Leave.

18. I am a Fire Fighter working a 48 hour schedule. How is my Parental Leave calculated?

Sworn employees with the Fire Department will have their average hours worked during the preceding 3 months calculated. As long as the hours average 40 or more, the employee will be eligible for 40 hours of parental leave. The rate of pay used should be the rate of pay for the 40 hour equivalent position. However, the leave used to supplement the parental leave must be prorated to reflect an accrual based on 48 hours. The employee should receive 28 hours of parental leave at the hourly rate of the 40 hour classification and 12 hours of supplemented leave also at the hourly rate of the equivalent 40 hour classification. An additional -2.4 hours of leave must be adjusted to account for the accrual at 48 hours but being taken at the 40 hour rate.

19. How can I cover the additional portion of the leave that is not covered by the City?

Employees may supplement the remaining 30% of regular hours with accumulated paid leave.

20. I do not work a standard Monday through Friday work week. How is my leave time counted so I get the same days off as employees working a standard week?

Once an employee has completed the 14-calendar day waiting period, the employee is then eligible for 28 calendar days of supplemental leave.

21. I work a lot of overtime and depend on it to take care of my family. Will I get the same level of pay while on parental leave?

The employee will be paid 70% of the average number of regular hours worked over the three month period preceding the 70% Supplemental Leave. Benefits cannot exceed 40 hours per week and do not include overtime.

22. Can I use unpaid leave time if I do not have sick or vacation time?

Employees who are not eligible to use accrued sick or vacation leave may take unpaid leave during the Waiting Period and may choose not to supplement the four-week Paid Leave period with accumulated leave balances.

Benefits

23. Will I lose my benefits while on parental leave?

Employees remain eligible for all employer-paid and employer-provided benefits.

24. Does Parental Leave count towards my FMLA benefit?

Yes. All time off from work during the Waiting Period, including unpaid time, is to be charged against the employee's FMLA leave entitlement, to the extent the employee is entitled to FMLA leave. Sick leave hours taken to supplement Parental Leave must be taken concurrently with FMLA leave in accordance with City policy 4.3(6) and counted against any sick usage incentives.

25. Can I use donated time to supplement my pay? My co-workers are willing to donate.

Donated time is may not be used to supplement any portion of Parental Leave.

26. Do I earn vacation and sick time while on parental leave?

Yes. Employees remain eligible for employer-paid and employer-provided benefits and will continue to accrue other forms of paid leave while on Parental Leave.

27. Will I earn Holiday pay if I am in a fully paid status, meaning I am using sick or vacation time?

Yes. An employee is eligible to receive holiday pay, as applicable by City policy, if they receive full pay throughout the entire leave period and if they comply with all other policy and provisions in the applicable collective bargaining agreement.

28. There are holidays during my parental leave time frame. Will this extend my leave?

No. In no instance will the occurrence of a holiday during an employee's Parental Leave justify an extension of any kind.

Advanced Sick Leave

29. I do not have enough sick or vacation time to supplement my leave. Can I buy sick or vacation time?

Employees who do not have sufficient sick and vacation leave balances to cover the Waiting Period can use advanced sick leave or purchased vacation time. The advanced sick leave will be entered as a negative balance and will remain negative until the employee has accrued sufficient leave to offset the sick time advanced. To subsidize 30% of the 70% Paid Leave period, employees may use purchased vacation time but will NOT be advanced sick leave.

30. What happens if I have a negative sick leave balance and need to use a sick day for myself or family member?

Any employee, who has a negative sick leave balance at the end of the Parental Leave, after returning to work, may elect to receive an additional advance of five sick days to be used within twelve months. This time can only be used for instances that qualify for sick leave.

31. How much sick time can be advanced?

No more than 80 hours (for an employee working 40 hours) may be advanced for the 14-day Waiting Period. No sick leave is advanced to supplement the 30% leave.

32. I work less than 40 hours per week but am considered full time. Can I still advance 80 hours of sick leave?

No. Employees working at least $\frac{3}{4}$ time, but less than 40 hours, can receive advanced leave on a prorated amount.

33. I have a negative sick balance because I got an advance for parental leave. I returned to work. Can I ask for donated time to cover this negative balance?

No. Donated time may not be used to bring a negative leave balance back to zero.

34. I did not return to work or left City service after using a sick leave advance. Do I owe the City for those funds used to provide me with leave?

Employees leaving City service prior to earning back advanced sick leave will owe the City for the value of the paid sick days that were not earned back. The City reserves the right to withhold the amount owed from the employee's last

paycheck, any retirement contributions withdrawn, or any leave balances paid out.

35. How will the City collect the funds to cover the advance provided from my Parental Leave time?

The City reserves the right to withhold the amount owed from the employee's last paycheck, any retirement contributions withdrawn, or any leave balances paid out.

City of Cincinnati Human Resources Department

805 Central Avenue, Suite 200

Cincinnati, Ohio 45202

Phone: 513.352.2400

Fax: 513.352.5223

TDD: 513.352.2419

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