

Paid Parental Leave Policy- Stone Co. SWCD (Following the state guidelines- Mo. DNR)

In accordance with Executive Order 17-09, employees will be granted up to six (6) weeks of paid leave for the birth or adoption of any child born or adopted on or after March 13, 2017. This leave provides new parents time to nurture and bond with the newborn or adoptive child. Parental leave provides leave with 100 percent of regular salary. Parental leave shall not be counted against annual leave or sick leave, which shall continue to accrue during the period of parental leave. Holidays shall not be counted against parental leave. Parental leave shall run concurrently with FMLA leave if the employee is eligible for FMLA leave and the District has approved the use of FMLA leave. Part-time employees will be paid at a prorated rate, based on the average number of hours they work each week during a 12-month period. If the part-time employee has worked for the Department less than 12 months, pay will be based on the average number of hours worked during that individual's period of employment with the agency.

Use of Parental Leave

The parent who is the primary caregiver can receive up to six (6) weeks of parental leave, whereas the parent who is the secondary caregiver can receive up to three (3) weeks of parental leave. If both parents are state employees, each parent can receive parental leave, which can be taken concurrently, consecutively, or at different times. Both parents may not be simultaneously designated as the primary caregiver. To apply for parental leave the employee must complete the Parental Leave Application. Parental leave must be taken within 12 (twelve) weeks following the birth or adoption of the child. Parental leave will not be increased based upon the birth or adoption of multiple children. Adoption, for the purposes of parental leave, will begin upon formal placement of the child with the employee by a court or adoption agency. Adoption of a spouse or partner's child(ren) or an employee's grandchild(ren), or adoption of a foster child previously placed with the employee, are not qualifying adoptions for paid parental leave.

Parental leave cannot be donated or carried over to future years and/or events, and may not be taken prior to the birth or placement of the newborn or adoptive child. Upon separation from employment, the employee shall not be eligible for payment for unused parental leave. Any situation not contemplated by this policy may be considered on a case-by-case basis.