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## CITY OF KETTERING — ADMINISTRATIVE POLICIES

### PERSONNEL POLICIES & PROCEDURES

8/06

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#### Policy No. 305: Maternity/Paternity/Adoption Leave

##### A. Maternity Leave

1. A regular full-time or regular part-time employee who is pregnant may use a combination of different leaves, if necessary, during the course of her pregnancy and the birth of her child. The various leaves, their uses and conditions, are as follows:
  - a. **Sick Leave** - Sick leave may be used under the conditions set forth in Policy No. 301: Sick Leave. Unless supported by satisfactory medical evidence, sick leave for childbirth will not be available beyond six (6) weeks after the birth of the child.
  - b. **Other Paid Leave** - Earned Vacation Leave, Personal Leave and EDOs may be used at any time during the course of the pregnancy, and following the birth of the child, in accordance with Policy No. 302: Vacation Leave, and Policy No. 303: Personal Leave and EDOs.
  - c. **Family and Medical Leave Act (FMLA)** – The FMLA provides that an employee may receive up to 12 weeks of leave for the birth or placement of a son or daughter. This entitlement is reduced by any other FMLA leave taken during that 12 month (rolling) period and the entitlement expires 12 months after such birth or placement. If both parents are employed by the City, the total entitlement is 12 weeks leave for both parents, not 12 weeks for each parent. To qualify for FMLA leave, an employee must have 12 months of employment with the City. See Policy No. 310: Family and Medical Leave Act.

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- d. **Leave Without Pay** – Leave Without Pay may be used by an employee, in addition to qualified paid leave, to meet employees' entitlement under the FMLA. See Policy No. 304: Leave of Absence Without Pay.
2. In order to use paid leave, as described above, an employee is to inform the Director of Human Resources in writing and prior to leaving of her intent to return to her job and, in addition, she must notify the Director of Human Resources within 30 days after delivery of the date upon which she intends to return to work.

#### B. **Paternity Leave**

1. A regular full-time or regular part-time employee whose spouse is pregnant may be granted Vacation Leave, Sick Leave, Personal Leave and/or Leave Without Pay, to care for his spouse and child.
  - a. **Sick Leave** – Sick leave may be used under the condition set forth in Policy No. 301: Sick Leave; i.e., when the medical condition of a member of the employee's immediate family requires the presence of the employee. If the employee requires more than one week sick leave, he will provide his Department Director with his written explanation of the need for sick leave. If more than two (2) weeks sick leave is needed, the employee will provide written information from the mother or child's physician explaining the necessity for the father's presence.
  - b. **Other Paid Leave** – Earned Vacation Leave, Personal Leave and EDO's may be used during the course of the pregnancy and following the birth of the child in accordance with Policy No. 302: Vacation Leave and Policy No. 303: Personal Leave and EDO's.
  - c. **Family and Medical Leave Act (FMLA)** – The FMLA provides that an employee may receive up to 12 weeks leave for the birth or placement of a

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- d. **Leave Without Pay** – Leave Without Pay may be used by an employee, in addition to qualified paid leave to meet employees' entitlement under the FMLA. See Policy No. 304: Leave of Absence Without Pay.

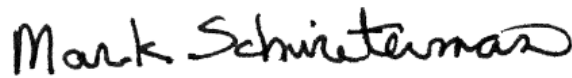
#### C. **Adoption Leave**

1. The provisions of the Family and Medical Leave Act apply to adoption on the same basis as they apply to a birth.
2. Where there is a medical need for the presence of a parent, the Director of Human Resources is authorized to apply other related provisions of the Maternity Leave and Paternity Leave policies.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:  
9/18/06

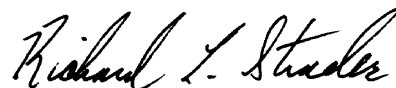
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Date



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Mark Schwieterman  
City Manager

Issued:  
10/27/06

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Date



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Richard L. Strader  
Director of Human Resources