
 Town of Swansboro	<b>Personnel Policy</b>		<b>Holidays and Leaves of Absence</b> <b>Parental Leave</b>	
			Number: Article VII; Section 21	Revisions:
	Supersedes:	Approved By: 		

**ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

**Section 21. Parental Leave**

Parental leave may be granted to an employee for a period of up to three months for pregnancy, miscarriage, abortion, childbirth, recovery, or adoption, as provided in the section on FMLA above. Employees may be granted an extension by the Town Board when medically necessary. Parental Leave is leave without pay unless the employee uses sick or vacation leave as provided by this policy. A parental leave request, including the tentative duration of the leave requested, must be submitted to the Department Head in advance of the leave, preferably 30 days ahead of the leave unless the need is a sudden one.

Sick leave may be taken during the period of actual disability as certified by the attending physician of the mother, and when care of the disabled mother is required by an immediate family member. Vacation, compensatory time, or leave without pay may be used for other periods of the parental leave, consistent with the leave provisions of this policy.