

City of Springfield
Office of Human Resources
Maternity Paternity Leave Policy (MAPA)

Effective Date: 10/14/2024

Review Date: 10/14/2024

Approved By: Nikki Baker, Director of the Office of Human Resources

I. POLICY

The City of Springfield is committed to assisting with balancing work and family matters. The City amended Chapter 36 of the 1988 City of Springfield Code of Ordinances, by amending section 36.56 adding maternity/paternity/adoption leave. Paid leave is intended to provide staff time and financial support to adjust to the addition of a new family member(s) during the important period immediately following the birth or adoption of a child. The City of Springfield will provide up to 4 weeks of paid maternity/paternity/adoption leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid maternity/paternity/adoption leave is to enable the employee to care for and bond with a newborn or newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births or adoptions occurring on or after 9/18/24.

II. ELIGIBILITY

To be eligible, employee must be an actively working regular employee. Temporary employees and interns are not eligible for this benefit. Employees on worker's compensation leave will not be eligible for this leave. In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Have adopted a child (the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.
- Be the parent and/or legal guardian of the child born, adopted, or placed.

III. AMOUNT, TIME FRAME, & DURATION OF PAID PARENTAL LEAVE

- Eligible employees will receive a maximum of 4 weeks of paid parental leave per birth or placement of a child/children. Days must be taken in consecutive, full day increments. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.
- In the event that the newborn child is placed in the Neonatal Intensive Care Unit (NICU) upon birth, an employee may defer paid maternity/paternity/adoption leave until the newborn child is released from the NICU, upon request with supporting documentation.
- If both parents are eligible employees and work in the same department, the time off must be staggered in order to avoid any possible disruptions in office operations.

- Each week of paid parental leave is compensated at 100 percent of the employee’s regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid maternity/paternity/adoption leave must be taken immediately following the birth or adoption a child.
- Upon termination of the individual’s employment, he or she will not be paid for any unused paid maternity/paternity/adoption leave for which he or she was eligible.

IV. COORDINATION WITH OTHER POLICIES

- Paid maternity/paternity/adoption leave taken under this policy will run concurrently with leave under Family Medical Leave Act (FMLA); thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave policy for further guidance on FMLA.
- After the paid maternity/paternity/adoption leave is exhausted, the balance of FMLA leave (if applicable) may be compensated through employees’ accrued sick leave, vacation, personal days and compensatory time. Upon exhaustion of accrued sick leave, vacation, personal days and compensatory time, any remaining leave will be unpaid leave unless receiving disability. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The City of Springfield will maintain all benefits for employees during the paid maternity/paternity/adoption leave period just as if they were taking any other paid leave such as paid vacation or paid sick leave.
- If a holiday occurs while the employee is on paid maternity/paternity/adoption leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- Secondary employment during paid maternity/paternity/adoption leave is strictly prohibited, unless the employee’s secondary employment was previously approved prior to their application for paid maternity/paternity/adoption leave, as outlined under §36.06 of the City of Springfield Code of Ordinances.
- In the event of a miscarriage, regular employees and regular part-time employees, shall not be entitled to Paid maternity/paternity/adoption leave under this policy. Such employees shall be entitled to Funeral leave as defined in §36.58(d) of the City of Springfield Code of Ordinances or otherwise provided in the employee’s collective bargaining agreement.

V. PROCEDURE

To apply for maternity/paternity/adoption leave:

1. Submit “Certification of Pregnancy and Expected Due Date” during the first two trimesters (26 weeks).

- a. This form can be found on the City's Intranet page, under "Employee Tools", select "Employee Self-Service", proceed by clicking "Forms/FMLA", and then you may access the "Parental Leave Certification."
2. Employees who adopt children must submit documentation (court records, adoption agency forms, attorney briefs, etc.) to Human Resources upon availability to the adoptive parent(s).
3. Maternity/Paternity/Adoption Leave paperwork must be submitted to Human Resources no later than the 26th week of the pregnancy or and as soon as documentation is available for adoptive parent(s).

Human Resources will coordinate with the respective department and payroll to ensure time is entered and tracked correctly. MAPA leave will run concurrently the Family Medical Leave when applicable.

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