

Resolution #31 of 2022  
Town of Olive  
Amendment to the Town Employment Practices and Compliance Manual

WHEREAS, the Town Board of the Town of Olive feels it is appropriate to provide paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care; and

WHEREAS, paid parental leave will enable an employee to care for and bond with a newborn or a newly adopted or newly placed child; and

WHEREAS, the Town Board of the Town of Olive feels offering parental paid leave to its employees will help retain and attract employees for employment with the town; and

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Olive hereby amends and adopts Section 4.4 of the Employment Practices and Compliance Manual to be entitled Paid Parental Leave as follows;

**4.4 Paid Parental Leave**

**4.4.1 Summary:** The Town of Olive provides up to two work weeks (defined by the employee's normal workweek) of Paid Parental Leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

The purpose of Paid Parental Leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with the Town's Family and Medical Leave (Employment Practices Compliance Manual - Part 4.3).

**4.4.2 Applicability:** This Paid Parental Leave policy does not apply to members of the collective bargaining unit in the highway department.

**4.4.3 Eligibility:** Employees must meet the following criteria:

- The employee must have worked for the Town for at least twelve months before the leave request (these need not be consecutive);
- The employee must have worked for the Town for at least 1,250 hours during the previous twelve months prior to the date the leave commences; and
- Spouses who both work for the Town of Olive are allowed a combined maximum of two work weeks of paid leave for the birth or care of a newborn child, adoption or foster care of a child and to care for such child.
- The adoption of a new spouse's child is excluded from this policy.

**4.4.4 Amount, Time Frame and Duration of Paid Parental Leave:**

- Eligible employees will receive a maximum of two work weeks (defined by the employee's normal workweek) of Paid Parental Leave per birth, adoption or placement of a child/children. In no case will an employee receive more than two work weeks of Paid Parental Leave in a rolling twelve-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that twelve-month time frame.
- Approved Paid Parental Leave may be taken at any time during the twelve-week period immediately following the birth, adoption or placement of a child with the employee.

**4.4.5 Coordination with Other Policies:**

- Paid Parental Leave taken under this policy runs concurrently with leave under the Town’s Family and Medical Leave (Employment Practices Compliance Manual - Part 4.3).
- The employee receives all benefits for during the Paid Parental Leave period as if the employee were taking any other Town paid leave such as Paid Vacation Leave or Paid Sick Leave.
- If a Town holiday occurs while the employee is on Paid Parental Leave, such day is charged to holiday pay and does not extend the total Paid Parental Leave entitlement.

AND FURTHER RESOLVED the current Section 4.4 of the Employment Practices Compliance Manual entitled Unpaid Leaves of Absence is now moved to Section 4.5 entitled Unpaid Leaves of Absence;

AND FURTHER RESOLVED the policy will run concurrently with the Town of Olive Family and Medical Leave in the Employment Practices Compliance Manual - Section 4.3

**AND MOVES ITS ADOPTION**

Motion made by:

Seconded By:

**A Vote was Duly Taken:**

	AYE	NAY	ABSENT
Jim Sofranko, Supervisor	_____	_____	_____
Drew Boggess, Board Member	_____	_____	_____
Scott Kelder, Board Member	_____	_____	_____
David Edinger, Board Member	_____	_____	_____
Victoria Read, Board Member	_____	_____	_____

Whereupon, the motion was duly adopted.

Dated this 11th day of October 2022

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Dawn Giuditta, Town Clerk