

**Paid Parental Leave – Frequently Asked Questions
FAQ's**

Q. What is Paid Parental Leave and what is its purpose?

A. Coconino County supports employees' work and personal life obligations by offering new parents the opportunity to adjust to their new family, bond with their new child, and balance their professional obligations through paid parental leave. Effective January 1, 2020, this policy provides four (4) weeks of paid parental leave within the first one (1) year after the birth of a child, adoption of a child, or foster placement of a child as outlined below. Paid Parental Leave may be used concurrently with FMLA approved leave.

Q. Are there eligibility requirements?

A. Yes, to be eligible for leave under this policy, an employee must:

1. Experience the birth, adoption, or foster placement of a child as a parent or legal guardian;
2. Be a regular status employee;
3. Have been employed by Coconino County for at least 12 months in total;
4. Must have worked at least 1,250 hours during the twelve-month period preceding the birth or adoption of a child and the commencement of the requested leave. For the purposes of calculating the 1,250-hour requirement, the number of hours worked does not include vacation, personal leave, paid sick time, paid time off, military leave, any unpaid leave hours, or periods of layoff. Overtime hours, however, are included. The determining factor is whether the time is considered hours of work under the Fair Labor Standards Act (FLSA).

Q. What is the definition of a parent for the purposes of the Paid Parental Leave Policy?

A. For the purposes of this policy, parent is a biological, adoptive, or foster adult raising a child under their care. (Experience the birth, adoption, or foster placement of a child as a parent or legal guardian.)

Q. What if both parents work for the County?

A. If both parents are County employees who meet eligibility guidelines, each employee is entitled to four (4) weeks of parental leave as designated by this policy.

Q. What if I am a part-time employee?

A. Part time regular employees will receive a pro-rated amount of Paid Parental Leave in proportion to the number of hours worked per pay period.

Q. How much notice should an employee provide to participate in Paid Parental Leave?

A. Employees shall make a good faith effort to provide notice of the need for Paid Parental Leave in advance of the use of the Paid Parental Leave and shall make a reasonable effort to schedule the use of Paid Parental Leave in a manner that does not unduly disrupt the operations of the employer.

Q. Will I receive notification of approval?

A. The County will process requests for Paid Parental Leave using the same internal procedures that are established for employee to request and receive, if eligible, FMLA and other leaves. Included will be notification of the employee's paid and unpaid Paid Parental Leave balances.

HUMAN RESOURCES

Q. How is my hourly wage or salary calculated when I use Paid Parental Leave?

A. The leave is paid at 100% of the employee's base pay in effect at the time the leave commences, to a maximum of \$1,000 per week.

Q. What if my current wage of salary is more than \$1,000 per week?

A. Employees who are eligible for Paid Parental Leave and make more than \$1,000 per week may use their applicable accrued leave to remain in full pay status but the employee is not required to supplement the Paid Parental Leave with their accruals.

Q. Am I required to utilize my sick/vacation/personal time while on Paid Parental Leave?

A. No, the employee is not required to use sick/vacation/personal time while on Paid Parental Leave. If the Paid Parental Leave is running concurrent with Family Medical Leave Act (FMLA) the employee will be required to use available paid leave accruals to remain on paid leave status during the approved FMLA as per Coconino County Personnel Policy 6.6 Family and Medical Leave of Absence (FMLA).

Q. May I request Paid Parental Leave on an intermittent or reduced schedule?

A. The weeks of Paid Parental Leave are available on a continuous, intermittent or reduced schedule basis as long as all the Paid Parental Leave is used within the one (1) year period following the birth, adoption, or placement of a child.

Q. What pay codes will I use for approved Paid Parental Leave?

A. Eligible employees will be set up with a Paid – Parental Leave pay code and an accrual bank to track the Paid Parental Leave. Some employees will also receive an Unpaid – Parental Leave pay code.

Q. How will the paid and unpaid Parental Leave codes be set up?

A. Each eligible employee will be reviewed at the onset of request for Paid Parental Leave. The current pay rate at the time will be used to determine number of eligible hours for Paid - Parental Leave and number of eligible hours for Unpaid - Parental Leave.

For Example:

- A) If an employee earns \$25.00 per hour or less than \$25.00 per hour, the employee will be set up with Paid - Parental Leave pay code for a total of 160 hours equivalent of 20 days/4 weeks total. The pay code and accrual bank will have an end date entered equal to 12 months or 1 year from the date of approved Paid Parental Leave.
- B) If an employee earns more than \$25.00 per hour, the employee will be set up with Paid - Parental Leave and Unpaid - Parental Leave pay codes for a combined total of 160 hours equivalent of 20 days/4 weeks total.

HUMAN RESOURCES

Employee #1, Non-Exempt, Earning \$21.00 per hour					
Monday	Tuesday	Wednesday	Thursday	Friday	Total Leave
Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	1 Week Paid Parental Leave
8 hours = \$168	8 hours = \$168	8 hours = \$168	8 hours = \$168	8 hours = \$168	\$840
Employee #2 - Non-Exempt, Earning \$25.00 per hour					
Monday	Tuesday	Wednesday	Thursday	Friday	Total Leave
Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	1 Week Paid Parental Leave
8 hours = \$200	8 hours = \$200	8 hours = \$200	8 hours = \$200	8 hours = \$200	\$1,000
Employee #3, Exempt, Earning \$35.00 per hour					
Monday	Tuesday	Wednesday	Thursday	Friday	Total Leave
Paid- Parental Leave	Paid - Parental Leave	Paid - Parental Leave	Paid - Parental Leave		1 Week Paid Parental Leave
8 hours = \$280	8 hours = \$280	8 hours = \$280	4.5 hours = \$157.50		\$998
			Unpaid - Parental Leave	Unpaid - Parental Leave	Unpaid - Parental Leave
			3.5 hours = \$0	8 hours = \$0	11.5 hours
Employee #3, Exempt, Earning \$31.25 per hour - Intermittent Paid Parental Leave					
Monday	Tuesday	Wednesday	Thursday	Friday	Total Leave
Paid- Parental Leave	Paid- Parental Leave				2 - Days Paid Parental Leave
8 hours = \$250	8 hours = \$250				\$500
		Regular Work	Regular Work	Regular Work	3 Days Regular Work
		8 hours = \$250	8 hours = \$250	8 hours = \$250	\$750
Employee #4, Exempt, Earning \$31.25 per hour - Reduced Schedule Paid Parental Leave					
Monday	Tuesday	Wednesday	Thursday	Friday	Total Leave
Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	Paid- Parental Leave	1 Week Paid- Parental Leave
4 hours = \$250	4 hours = \$250	4 hours = \$250	4 hours = \$250	4 hours = \$250	\$1,000
Regular Work	Regular Work	Regular Work	Regular Work	Regular Work	Regular Work
4 hours = \$250	4hours = \$250	8 hours = \$250	8 hours = \$250	8 hours = \$250	\$1,000

Q. How will a paid holiday impact my Paid Parental Leave?

A. If a holiday occurs during the Paid Parental Leave, the eligible employee will receive holiday pay in lieu of a Paid Parental Leave Day, provided the eligible employee is on pay status the day before and the day after the holiday. Holiday pay will not extend the total paid parental leave entitlement.

Q. How will the Family Medical Leave Act (FMLA) impact my Paid Parental Leave request?

A. Paid Parental Leave may be used concurrently with FMLA approved leave. If an employee qualifies for FMLA leave for the birth, adoption or foster care placement of a child, Paid Parental Leave may be requested to run concurrently with FMLA leave during the approved FMLA. Or, the employee may choose to reserve Paid Parental Leave for use within the first one (1) year after the birth of a child, adoption of a child, or foster placement of a child.

Q. May an employee request to take Paid Parental Leave prior to an adoption or foster placement?

A. An employee may take Paid Parental Leave prior to an adoption or foster placement when necessary to fulfill the requirements of the adoption or foster placement, or when the employee obtains legal custody of the child prior to final order of adoption.

Q. What happens if I leave employment before I use all of my Paid Parental Leave time?

A. Employees who separate from County employment will not be paid for any unused Paid Parental Leave for which they may have been eligible.

Q. Who do I contact if I have questions about the Paid Parental Leave Policy?

A. Please contact Human Resources at 928-679-7100.