



# City of Detroit

## Paid Parental Leave Policy (PILOT)

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### 1.0 Purpose

- 1.1 The purpose of Paid Parental Leave (PPL) is to provide time away from work for eligible City of Detroit employees to care for, and bond with their newborn baby or a newly adopted or fostered child. This policy will run concurrently with the City's Family Medical Leave Policy (FMLA), as applicable. This policy will be in effect for the birth, adoption or foster placement of a child "life event" occurring on or after January 1, 2023<sup>1</sup>.

### 2.0 Eligibility

- 2.1 Eligible employees must meet the following criteria:

- a. Be a full-time civil service or regularly appointed employee in good standing and not on an initial probation with the City. (Temporary employees: TASS, provisional, etc., seasonal employees, interns, vendors, or contractors are not eligible)
- b. Be an active employee, working at least 1,250 hours during the 12 consecutive months immediately preceding the leave start date.

- 2.2 Eligible employees must also meet one of the following criteria:

- c. Be the birthing parent of the child(ren). (**Birthing Parent**)
- d. Be the biological parent, spouse or committed partner of the person who has given birth to the child. (**Bonding Parent**)
- e. Adopt or foster a child, (in either case, the child must be age 17 or younger). (**Bonding Parent**)
- f. The adoption of a spouse's child is not eligible for this benefit.

### 3.0 Amount and Duration of Paid Parental Leave (PPL)

- 3.1 Eligible employees can receive up to (6) weeks of paid parental leave (PPL) per birth, adoption, or placement of the child(ren).
- 3.2 Multiple births, adoptions, or placements (e.g., the birth of twins or adoption of siblings), does not increase the 6-week maximum of Paid Parental Leave.
- 3.3 In no case shall an employee receive more than 6 weeks of PPL in a 12-month benefit

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<sup>1</sup> The life event (birth, adoption, foster placement) must occur on 1/1/23 or after to be eligible for the Paid Parental Leave benefit.

period, even if another eligible life event occurs in the same 12-month period.<sup>2</sup>

- 3.4 Each week of PPL is compensated at 100% of the employee's regular, straight-time pay excluding overtime. Paid Parental Leave will be paid on a bi-weekly basis.
- 3.5 Approved PPL may be taken at any time during the 12-month benefit period immediately following the date of birth, adoption, or placement of a child. PPL may not be used or extended beyond this period.
- 3.6 PPL must be requested and taken on a continuing basis and cannot be used intermittently. Any PPL time remaining in the employee's bank will be forfeited upon the employee's return to work or when the employee uses a different time-off code to cover their absence.

*Example: Birth parent requests 4 weeks of PPL. When they return to work or use a different paid time off bank such as FMLA to cover the remainder of the absence, the birth parent will forfeit the remaining 2 weeks of PPL.*

- 3.7 Upon termination of employment with the City, eligible employees forfeit any unused or accrued PPL time and have no claim for payment.

#### **4.0 Coordination with Other Policies**

- 4.1 PPL shall run concurrently with leave under the FMLA. Any PPL taken for child bonding, or for placement of a child due to adoption or foster care, shall be counted toward FMLA. All other requirements and provisions under the FMLA still apply and remain unchanged.
- 4.2 Any eligible employee who exhausts their FMLA time, is still eligible to receive the 6-week PPL benefit.
- 4.3 If a City holiday occurs while the employee is on PPL, such day will be charged to holiday pay. However, such holiday pay will not extend the total PPL entitlement.

#### **5.0 Requests for Paid Parental Leave**

- 5.1 The employee shall provide the Human Resources Department with notice of the request PPL at least 30 days prior to the anticipated date of the leave (or if the leave was not foreseeable, as soon as possible).
- 5.2 Employees may apply for PPL as follows:

- a. Click the link for the City's Leave of Absence System:  
Presagia Login: <https://myleavecod.presagia.com/iZoneWeb/>

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<sup>2</sup> The 12-month calendar is tied to the FMLA calendar, which is currently on a fiscal year basis.

- b. Complete the attached **Paid Parental Leave Request Form** in its entirety and email the completed document(s) to:  
[absenceleavemgmt@detroitmi.gov](mailto:absenceleavemgmt@detroitmi.gov)

## **6.0 Special Considerations**

- 6.1 Two eligible employees who request PPL for the same life event, are entitled to 6 weeks each.
- 6.2 Special consideration should be given to the impact on operations when both parents work in the same department or unit. Employees in this situation are encouraged to stagger their PPL request(s).
- 6.3 The City of Detroit is an Equal Opportunity Employer and champion for diversity, equity, and inclusion. Employees are eligible for this PPL without regard to pregnancy, gender, gender identity, sexual orientation, age, marital status, medical condition, disability, perceived disability, race, ethnicity, national origin, or any other legally protected class or status.
- 6.4 Discrimination, harassment, and/or retaliation for an employee's participation in the PPL or based on any legally protected class or status is strictly prohibited and may result in disciplinary action; up to and including discharge.
- 6.5 The Human Resources Director or their HR Designee can deny or adjust a PPL if:
  - a. The employee has a pattern of continued poor work performance or poor attendance that is not protected under EEOC, Title VII, Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Michigan Persons with Disabilities Civil Rights Act (PWDCRA), Pregnancy Discrimination Act, or similar protected class legislation; or
  - b. The employee has discipline on their employment record related to poor attendance or poor work performance in the 12-month period prior to the leave start date that is not protected by law, as indicated above in Section 6.5(a).
  - c. The leave was granted in error.
- 6.6 This is a pilot program, and the City of Detroit retains the right to interpret and/or amend his policy, as needed.
- 6.7 Honest and detailed feedback is appreciated. Please upload feedback here:

[\*\*Paid Parental Leave Pilot Feedback Form\*\*](#)



# PAID PARENTAL LEAVE REQUEST FORM

The purpose of paid parental leave is to enable the employee to care for, and bond with a newborn or a newly adopted or fostered child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. The policy will be in effect for the birth, adoption or foster placement of a child occurring on or after January 1, 2023. For additional information please refer to the City of Detroit's Paid Parental Leave policy on [PowerDMS](#)

## Eligible employees must be the following criteria:

- Be a full-time civil service or regularly appointed employee in good standing and not on an initial probation with the City. (Temporary employees: TASS, provisional, etc., seasonal employees, interns, vendors, or contractors are not eligible)
- Each parent must submit a separate Paid Parental Leave form
- Per fiscal year: this leave **can only** be used continuously up to 6 weeks; **cannot** be used intermittently

## PLEASE PROVIDE THE FOLLOWING INFORMATION:

<b>FIRST AND LAST NAME</b>	<b>EMPLOYEE ID:</b>
<b>Employee Signature:</b>	<b>Date:</b>
<b>Self or Bonding Parent</b>	<b>Telephone/Cell Number</b>
<input type="checkbox"/> Self <input type="checkbox"/> Bonding Parent	 
<b>EMAIL ADDRESS:</b>	

1. Is this request for:

- Birth (Verification of Birth or Birth certificate)                       Placement for Adoption or Foster placement

2. Anticipated Leave date or placement date:

Paid Parental Leave start date: \_\_\_\_\_ Paid Parental Leave end date \_\_\_\_\_

**ADOPTION/FOSTERING:** For employees in the process of adopting/fostering a child, FMLA family continuous leave may be used if you've met the FMLA requirements. Acceptable documents for placement/adoption purposes includes, but is not limited to:

- Foster care/adoption placement letter
- Adoption court documents
- Birth certificate/certification of birth
- Adoption/foster care agency documents for pre-placement activities
- Travel Documents

Please send the completed form to:

**U.S. Mail:** HR Risk Management/Leave  
2 Woodward Ave., Suite 805  
Detroit, MI 48226

**Email:** [absenceleavemgmt@detroitmi.gov](mailto:absenceleavemgmt@detroitmi.gov)

**Fax:** 313-774-5212 or **Fax:** 313-774-5446