



TOWN OF WELLESLEY PARENTAL LEAVE POLICY

HR Board Approved:

Town Meeting Approved: October 26, 2020

Eligible full-time employees are entitled to take up to eight (8) weeks of unpaid leave for the:

☐ Birth of a child; or

☐ Placement for adoption or placement pursuant to a court order of a child under eighteen (18) years of age (or under 23 years of age if the individual is mentally or physically disabled).

Employees are entitled to up to eight (8) weeks of leave per child. If both spouses work for the Town of Wellesley and are eligible for leave under this policy, the spouses will be limited to a total of eight (8) work weeks off between the two.

Employees are eligible for leave under this policy if they are full-time and have been employed by the Town of Wellesley for at least three (3) consecutive months.

Notice of Leave

Employees must give at least two (2) weeks' notice of their anticipated date of departure and intention to return to work. If the need for leave arises under circumstances that, for reasons beyond the employee's control, do not allow for two (2) weeks' notice, employees must give notice as soon as practicable.

Terms of Leave

Parental leave is unpaid, unless an employee chooses to use accrued paid vacation, personal and/or sick leave concurrently with all or part of the leave. Sick leave may only be used during portions of the parental leave that qualify for leave under the Town of Wellesley's sick leave policy. The Town will not require an employee to use accrued paid vacation or sick leave concurrently with any part of a parental leave. However, if an employee's parental leave qualifies as leave under the Family and Medical Leave Act, the two (2) leaves will run concurrently. Eligible employees may apply for disability benefits related to their childbirth and/or pregnancy-related disabilities under the same terms and conditions that apply to other medical disabilities.

Return to Work

At the conclusion of parental leave, employees will be reinstated to their previous position or a similar position with the same status, pay, length of service credit and seniority as of the date of their leave, unless other employees of equal seniority and status in the same or similar position were laid off due to economic conditions or other changes in operating conditions during the employee's parental leave. If an employee requests and is granted an extension of parental leave beyond eight (8) weeks, and if this extension is not covered by any other statute such as the FMLA, the employee's job will not be protected beyond the initial 8-week period. Under these circumstances, the Town of Wellesley provides

no assurance the employee will be restored to their previous position or a similar position when the extension expires.

Anti-Discrimination and Retaliation

The Town of Wellesley will not discriminate or retaliate against employees because they request or take leave in accordance with this policy.