

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 732

Parental Leave

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Issued: January 13, 2015

Employees who request parental leave, will be granted unpaid time off in accordance with the conditions of this policy.

An employee may take leave for up to twelve (12) weeks starting from the birth of the child, or the time the employee takes physical custody of a newly adopted child under six years of age. In cases of premature birth, leave will be granted until the infant has reached a developmental age equal to twelve (12) weeks as determined by the employee's physician. If both parents are employed, the leave may not exceed a total of twelve (12) weeks between the two parents. Parental leave will not be granted if an employee's spouse is taking leave during the same period of time.

Parental leave is available only to full-time regular employees. In order to be granted this leave, and employee must notify the Fire Chief in writing on a Parental Leave Request Form at least thirty (30) days before the leave begins. The request must identify both the beginning and the ending dates of the parental leave period. If both parents are employed and both intend to take parental leave, the request must indicate those dates when each parent will be taking parental leave. This information will be given to the spouse's employer and confirmed.

Failure by an employee to comply with these written notifications rules may result in a delay to commence the leave of up to three (3) weeks and in a reduction of available parental leave time by a total of three (3) weeks.

Once the dates have been established the dates cannot be changed unless;

- A. The birth is premature;
- B. The mother is incapacitated due to the birth and unable to care for the child;
- C. The employee takes physical custody of the newly adopted child at an unanticipated time and is unable to give (30) days notice in advance; or
- D. The District agrees with the employee to alter the dates originally requested.

In cases of premature birth, incapacity of the mother, or unanticipated custody, written notice by the employee to the Fire Chief giving notice of the revised dates is required within seven (7) days after birth or taking custody.

Parental leave will be granted without pay. However, an employee may use accumulated sick and/or vacation time during the leave period unless Oregon's parental leave law is construed as not requiring application of sick leave.

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The parental leave will be unpaid and there will be no accumulation of benefits for hours not worked. Any legal holidays, which occur during the leave, will not be paid.

Upon termination of the parental leave, the employee will be reemployed in his or her former job or an equivalent job without loss of benefits which had been earned at the time of the leave of absence but reduced by an paid leave that the employee used during the parental leave of absence.

Seasonal and temporary employees hired for less than six (6) months and employees with less than (90) days service with the District are not eligible for parental leave in accordance with this policy.

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PARENTAL LEAVE REQUEST

(CHECK ONE)

- 30 day notice of request for parental leave
- 7 day alteration of parental leave

Employee _____ SS# _____

Job Title _____ Date Hired _____

Expected date of birth of employee's child _____

Expected date of physical custody of adopted child under age 6 _____

Dates of requested leave: from (start) _____ to (return) _____

Note: ("start" must be within 12 weeks after expected date or physical custody date).
("return" may not be later than 12 weeks after expected date or physical custody date).

(Dates may not include dates requested by other parent).

Spouse of Employee _____ SS# _____

Job Title _____

Employer Name _____

Address _____

Phone Number _____

Dates of requested leave: from (start) _____ to (return) _____

Employee Signature _____

Spouse of Employee Signature _____

Date request submitted to District _____

Date request submitted to Spouse employer _____