



# Parental Leave Policy

**Effective Date: October 2019**  
**BOC Amended: 10/2020; 6/2023**

<b>Owner</b>	Board of Commissioners (BOC)
<b>Reviewer(s)</b>	Chief Human Resources Officer; Human Resources Division Managers
<b>Approver(s)</b>	Board of Commissioners (BOC)
<b>Related Policies</b>	N/A
<b>Related Standards</b>	N/A
<b>Storage Location</b>	iCobb
<b>HR Last Review Date</b>	June 2023
<b>HR Next Review Date</b>	June 2025
<b>HR Review Cycle</b>	Every 2 years

## 1. PURPOSE

To provide regulations concerning paid parental leave enabling employees to care for and bond with their newborn or newly adopted child.

## 2. SCOPE

This policy affects All Full-Time Employees. If you have questions regarding this policy, contact Human Resources.

## 3. POLICY

Paid parental leave is granted to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. An employee may receive up to six (6) weeks of paid parental leave during any "rolling" 12- month period, measured backward from the date that any Parental Leave was utilized, which will run concurrently with Family and Medical Leave Act (FMLA), as applicable during any "rolling" 12- month period, measured backward from the date that any FMLA leave is to be used. FMLA leave for the birth or placement of a child for adoption must be concluded within 12 months of the birth or placement.

- All eligible employees must be employed full-time with at least one (1) full year of service, having worked at least 1,250 hours during the last 12 consecutive months.
- Employee must be the natural or adoptive parent of the child.

## 4. PROCEDURES

- A. The employee will provide their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary leave forms and provide all required documentation as stated in Cobb County's Leave of Absence Policy.
- B. Employee parents of the same child working in the same department AND same work location may not use paid parental leave at the same time.



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- C. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay, to be paid on Cobb County's regularly scheduled pay dates.
- D. Approved paid parental leave may be taken at any time during the three-month period immediately following the birth, adoption or placement of the child for adoption. Paid parental leave may not be used or extended beyond the three-month time frame. Any unused paid parental leave will be forfeited at the end of the three-months.
- E. Paid parental leave taken under this policy will run concurrently with leave under FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under FMLA will apply. The total amount of leave granted to the employee under FMLA will not exceed 12 weeks during the 12-month FMLA period.
- F. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued sick, annual, or compensatory leave. Upon exhaustion of accrued sick, annual or compensatory leave, any remaining leave will be unpaid leave.
- G. If a holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid leave entitlement.
- H. Upon termination of employment with Cobb County, any unused paid parental leave for which the employee was eligible will not be paid out.

## 5. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the Board of Commissioners.

## 6. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	10-2019		Adoption
v.1.0.2020	10-2020		Reformat
v.1.0.2023	06-2023	Human Resources	Revision