

Capital Region Planning Commission (CRPC) Paternal Leave Policy

Purpose/Objective

CRPC will provide up to twelve (12) weeks of Paternal Leave to eligible employees surrounding the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paternal leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 1, 2023.

Eligibility

To be eligible, employees must meet the following criteria:

- Have been employed with the CRPC for at least 12 months.
- Have worked at least 1,250 hours with CRPC during the 12 consecutive months immediately preceding the date leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Giving birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paternal Leave

- Eligible employees will receive a maximum of twelve (12) weeks of paternal leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the twelve (12) week total amount of paternal leave granted for that event. In addition, in no case will an employee receive more than twelve (12) weeks of paternal leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that twelve (12) month time frame.
- Paternal leave compensation will be based on the employee's accrued annual and sick leave as of the first day of leave. Employee will continue to earn accruals for annual and sick leave throughout their absence (as defined in this policy). Once all accruals have been exhausted, unpaid leave will be extended in accordance with the Family and Medical Leave Act (FMLA).
- Approved paternal leave may be taken at any time during the period leading up to the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care through the period immediately following the birth, adoption, or placement of a child with the employee. Paternal leave may not be used or extended beyond this twelve (12) week time frame.
- Employees must take paternal leave in one continuous period and must use all accrued

annual and sick leave during the twelve (12) week time frame indicated above.

Coordination with Other Policies

- CRPC will maintain all benefits for fulltime employees during the paternal leave period as long as leave is being paid with the employees accruals.
- If a CRPC holiday occurs while the employee is on paternal leave, such day will be charged to Holiday Pay.
- If the employee is on paternal leave when CRPC offers administrative leave (known as CRPC PTO or PAY ADD), that time will be recorded as paid. Administrative leave will not extend the paternal leave entitlement.
- An employee who takes paternal leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paternal leave, as if the employee was on FMLA-qualifying leave.

Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.

Requests for Paternal Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least thirty (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 HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all CRPC policies, CRPC has the exclusive right to interpret this policy.