

EAST RANGE POLICE DEPARTMENT

Pregnancy and Parenting Leave

POLICY
112

REV 03/10/2025

I. TO QUALIFY

- (a) Employee must have been employed for at least twelve (12) months prior to the leave request.
- (b) Employee must have worked an average number of hours equal to at least half the full-time equivalent for employees in that job class.
- (c) The length of the leave shall be determined by the employee, but must not exceed twelve (12) weeks, unless agreed to by the employer.

II. REQUEST FOR TIME OFF

- (a) Employee who plans to take Pregnancy or Parenting Leave shall give reasonable notice of the date he or she will be taking leave and the estimated duration of the leave (not to exceed twelve (12) weeks).
- (b) Up to twelve (12) weeks leave will be granted for new biological or adoptive parent for parenting and pregnancy leave.
 - 1. A biological or adoptive parent in conjunction with the birth or adoption of a child;
 - 2. A female employee for prenatal care;
 - 3. A female employee for incapacity due to pregnancy, childbirth or related health conditions.
- (c) The start of leave must begin within twelve (12) months of the birth or adoption.

III. WHILE ON PARENTING LEAVE

- (a) Pregnancy and Parenting Leave is unpaid leave for a maximum of twelve (12) weeks, however, the employee can use other eligible paid leave-sick leave, vacation leave, comp time, or leave required by the Family Medical Leave Act (FMLA), as long as the total does not exceed twelve (12) weeks.
- (b) The employer will continue the employer's share of the employer contribution toward insurance benefits for the twelve (12) weeks for an eligible employee on Parenting Leave that is also covered under FMLA.

IV. REASONABLE ACCOMMODATIONS FOR HEALTH CONDITION RELATED TO PREGNANCY OR CHILDBIRTH

- (a) Employer and the employee will engage in an interactive process regarding the employee's request for a reasonable accommodation due to her pregnancy or childbirth. *A reasonable accommodation is defined under Statute as one that may include, but is not limited to, temporary transfer to a less strenuous or hazardous position, seating, frequent restroom breaks, and limits to heavy lifting.*
- (b) The employee requesting accommodation must supply the employer with the medical information necessary to the accommodation process. For example, medical information must be supplied in order for the employer to evaluate the employee's job abilities and determine whether a reasonable accommodation is available. An employee also has a duty to keep the employer informed of medical or health changes where they may affect the continued need for accommodation.

- (c) The East Range Police Department is not required to create a new or additional position in order to accommodate an employee's pregnancy or childbirth related health condition.
- (d) The East Range Police Department is not required to discharge or promote any employee, or transfer any other employee with greater seniority.
- (e) Cannot require an employee to take a leave or accept an accommodation.
- (f) Cannot penalize an employee for requesting a reasonable accommodation for her pregnancy or childbirth related health condition.
- (g) A leave of absence may be a form of reasonable accommodation if at the end of the leave it is likely the employee will be able to perform the duties of his or her job. Leave time, as an accommodation, may be in addition to that which the employee is entitled under city policies or other state or federal law. In general, an indefinite leave is not a reasonable accommodation.

V. REFERENCES AND REVISIONS

1. REFERENCES

- a. ERPD Policy

2. REVISIONS

- a. 03/08/2016 – Initial Policy
- b. 03/10/2025 – ERPSB Approval Date