



Paid Parental Leave - Enabled by Parento

Congratulations!

San Bernardino Municipal Water Department (“Organization”) offers paid child bonding and preparation leave (hereinafter “Paid Parental Leave”) backed by Parento – the first company dedicated to expanding access to paid parental leave across the United States. Under this new program, all eligible employees will receive paid time off to bond with, a newborn, newly adopted, or newly fostered child. Eligible employees may also receive new parent coaching as outlined in this policy document.

Please note that Organization reserves the right to interpret or terminate this policy in its sole discretion at any time, with or without notice to employees. Nothing in this policy should be construed as a contract of employment or alters the at-will status of any employee’s employment with Organization.

All pay while on Paid Parental Leave is paid by Organization, unless an employee is eligible for and receiving partial-wage replacement from a disability insurance carrier or state-sponsored program—in which case Organization will pay the difference between the payments to which an employee is entitled under this Paid Parental Leave policy and the payments an employee receives from any applicable disability insurance and/or state program for which the employee qualifies.

New Parent Coaching & Guidance

In addition to Paid Parental Leave, eligible employees (and their partners) receive access to Parento’s parent coaching and counseling program provided by experienced, caring coaches free of charge. Parento coaches can help with matters related to welcoming a new child and managing the transition to and from leave. For instance, coaches can help with:

- New parent advice and guidance
- Planning the transition to leave and winding down work
- Return-to-work support

Eligible employees may access Parento’s coaching services at any time, including before announcing a pregnancy, adoption or foster care to Organization. Please note that initiation of coaching services with Parento does not qualify as providing notice to Organization of the need for Paid Parental Leave. Eligible employees are required to comply with the notification procedures outlined below.

Additional details and access to coaching is at www.ParentoLeave.com/coaching.

Use the parental Coaching Code: **526-88-583**

Eligibility

An employee is eligible for Paid Parental Leave to bond with or prepare for the arrival of a newborn, newly adopted, or newly fostered child, if the employee has met the following conditions:

- Worked for Organization for at least 12 months before the arrival of the child into the home;
- Is a regular, full-time employee (i.e., ≥ 30 hours per week) OR works at least 8 hours per week in San Francisco; and
- Has a “new child placement” within the employee’s household, whether via birth, adoption, foster care placement, or placement via a government child protection service (a “qualifying event”).
- “New child placement” must have occurred on or after January 1, 2024.

Eligible employees may take Paid Parental Leave beginning upon the birth, or expected date of adoption or foster care placement, of the child.

Paid Leave and Leave Allotment

Organization will provide an eligible employee taking Paid Parental Leave with the portion of the employee's salary or regular hourly rate on their scheduled pay date during Paid Parental Leave, in accordance with the terms and conditions set forth herein. As more fully discussed below, the amount payable shall be reduced or increased in accordance with other federal or state-mandated leave, short-term disability, or leave programs of Organization as applicable.

PARENTAL LEAVE ALLOTMENT

12 Weeks

at

66.67% of Pay,
up to \$2,000 per week

Continuous or Intermittent Leave

Eligible employees may take Paid Parental Leave continuously or intermittently in weekly increments over the course of six (6) months from the qualifying event.

Interaction with Other Organization Leave

Paid Parental Leave will run concurrently with any federal or state family, medical, or parental leave for which an eligible employee may qualify (either from Organization or required by law), including but not limited to the Family and Medical Leave Act (FMLA).

Employees also may be eligible for partial-wage replacement from a disability insurance carrier or state-sponsored or mandated disability or family leave benefits. Employees eligible for such benefits must first apply for such benefits prior to obtaining Paid Parental Leave. Organization will pay the difference between the payments to which an employee is entitled under this Paid Parental Leave policy and the payments an employee receives from any applicable disability insurance and/or state program for which the employee qualifies. At no time will an eligible employee receive more than the above stated percent of his or her regular compensation or weekly dollar amount from all sources while on Paid Parental Leave. Employees may supplement partial wage replacement with accrued vacation, holiday, comp time, and/or administrative leave, if applicable, up to 100% of base salary. In no instance shall an employee receive more than 100% of base pay between partial wage replacement and supplemented leave.

Employees who are unsure of whether they qualify for additional leave entitlements may contact Human Resources.

Any time taken beyond the total number of weeks permitted by Paid Parental Leave will be unpaid unless an employee chooses to use accrued vacation, holiday or comp time. Eligible employees may take Paid Parental Leave once per rolling 12-month period. The 12-month period will renew on the last day of the rolling 12-month period.

Maintenance of Benefits on Leave

The Organization will maintain all benefits for an eligible employee during Paid Parental Leave to the same extent as if the employee had not taken such leave. Please note that all Organization benefits available to employees are subject to the terms and conditions of applicable benefit plans.

Reinstatement upon Return from Leave

Employees who return to work immediately after the end of Paid Parental Leave will normally be reinstated to the same or an equivalent position that they held prior to going on leave.

An employee who is unable to return to work at the end of Paid Parental Leave should notify his or her manager or Human Resources in writing at least two (2) weeks prior to the end of Paid Parental Leave. Managers must contact Human Resources to discuss alternatives prior to taking any action if an employee is unable to return to work or requests an extension of leave.

Failure to return to work at the end of Paid Parental Leave without prior communication and approval of additional leave time may be accepted as notice of the employee's voluntary resignation. Upon any termination of employment, former employees outside of San Francisco will not be paid for any unused Paid Parental Leave for which that employee was eligible.

Documentation and Requesting Paid Parental Leave

An employee must provide his or her Manager or Human Resources with notice of the request for Paid Parental Leave at least thirty (30) days prior to the proposed date of the leave (or if the need for Paid Parental Leave is not foreseeable, as soon as possible). An employee must complete the necessary Human Resources forms and provide all documentation as required by Human Resources to substantiate the request. Documentation may be submitted to Organization. An Organization representative will process the Paid Parental Leave request, send a letter to the employee that will acknowledge his or her Paid Parental Leave Request, and outline expectations with regards to paid leave benefits as described herein.

Acceptable forms of documentation for Paid Parental Leave include: a birth certificate; documentation from a health care provider; a voluntary acknowledgment of paternity; a court order of filiation; a court document finalizing adoption; a signed statement from an attorney, adoption agency, or adoption-related social service provider that the employee is in the process of adopting a child; a letter of placement issued by a county or city department of social services or local voluntary agency; or other documentation of a parental relationship to the child, to be evaluated on a case-by-case basis.

Questions

For any questions or concerns regarding Paid Parental Leave, please contact Human Resources at (909)453-6091 or hr@sbmwd.org.