



## Parental Leave Policy

### 1. Purpose

Howell Recreation is committed to supporting employees through significant family transitions. This policy outlines parental leave provisions for eligible employees welcoming a child by birth, adoption, or foster placement or guardianship.

### 2. Eligibility

To be eligible for parental leave, an employee must:

- Be employed by Howell Recreation in a full-time capacity.
- Have completed at least one (1) year of continuous full-time service prior to the requested leave start date.
- If an employee transitions from part-time to full-time, eligibility will begin one (1) year from the effective date of full-time status.

### 3. Amount of Leave

- Eligible employees may request in writing up to four (4) weeks of parental leave, to be used within the first twelve (12) weeks following the child's birth, adoption, foster or guardianship placement.
- Eligible employees may request Parental Leave once in a 12-month period.
- Leave may be taken consecutively or intermittently, with prior approval.
- All leave requests must be pre-approved by the Executive Director.

### 4. Extension of Leave

- Leave may be extended beyond four (4) weeks, up to a cumulative total of twelve (12) weeks running concurrently with FMLA.
- Extended leave must be pre-approved by the Executive Director, and employees can choose to use Paid Time Off or take this time unpaid
- In the case of a cesarean (C-section) delivery:
  - An employee may request to utilize the employee "Leave Policy." This combination is only available for cesarean delivery. Please refer to the Howell Recreation Leave Policy for further information.
  - For a planned C-section, the need for additional recovery time/ use of "Leave Policy" must be included in the original leave request.

- For an unplanned/emergency C-section, the employee must notify the Executive Director within five (5) business days of the procedure and provide appropriate medical documentation.

## **5. Gradual Return to Work**

- Employees may request a gradual return-to-work schedule, which must not exceed the 12-week total leave period.
- The schedule must be discussed and approved by the Executive Director in advance.
- Any unworked hours during this period must be covered using accrued Paid Time Off or take the time unpaid.
- Employees must follow Return to work requirements stated in this policy.

## **6. Status Check-Ins**

- Howell Recreation kindly requests that employees on parental leave check in periodically with the Executive Director to provide a brief update on their status.
- These check-ins are meant to support smooth planning and reintegration and are intended to be flexible and considerate of the employee's time away.

## **7. Notice Requirements**

- When an employee plans to take leave under this policy, the employee must give Howell Recreation a thirty (30) day notice. If it is not possible to give a thirty (30) day notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the organization.
- For planned medical procedures (e.g., C-section), details must be included in the original request.
- Any changes to the approved schedule must in writing and be communicated and discussed with the Executive Director promptly.
- All requests will need to be verified in writing on the Howell Recreation Leave Request Form between the Employee, Direct Supervisor, Business Manager and Executive Director.

### **All eligibility employees will be required to follow the following steps for leave preparation**

A meeting should be scheduled with the employee's direct supervisor to discuss:

- Leave dates and any flexibility
- Work transition plans and project coverage
- Delegation of responsibilities
- Key contacts and any anticipated check-ins (if desired)

### **Transition Plan Documentation**

Employees are responsible for preparing a brief written transition plan. This plan should include and be presented to direct supervisor and/or Executive Director

- Ongoing projects and status
- Deadlines during the leave period
- Contacts for follow-up
- Any key passwords, files, or access instructions needed by covering staff

### **HR Meeting**

A meeting with HR should be scheduled to confirm:

- Parental leave eligibility and documentation
- Benefits continuation and any payroll implications
- Any questions regarding time off policies, short-term disability, or FMLA (if applicable)

## **8. Coordination with FMLA**

- Parental leave will run concurrently with the employee's Family and Medical Leave Act (FMLA) entitlement, where applicable.

## **9. Return-to-Work Requirements**

### **Notification of Return**

Employees must confirm their expected return-to-work date with HR and their supervisor at least two weeks before returning.

- For Employees who were the one giving birth must submit a medical return-to-work release from their healthcare provider prior to resuming duties.

### **Return-to-Work Meeting**

On or before the employee's first day back, a meeting will be held with their supervisor to:

- Review current projects and any updates
- Discuss any support or flexibility needed during the transition
- Reinforce organizational updates, if applicable
- Confirm schedules and expectations moving forward

### **Gradual Return to Work**

\*See #5 for details

**Post-Leave HR Follow-Up**

Within the first 30 days of return, HR will schedule a brief check-in to:

- Ensure a smooth reintegration
- Address any lingering benefit questions
- Gather feedback on the leave and return process for future improvements

**10. Scope**

This policy applies to all eligible full-time employees welcoming a child and proper medical, legal and/or court documentation may be required. See Howell Recreation Leave Request Form for more details.

- Birth
- Adoption
- Foster care placement
- Guardianship



## Leave Policy

### 1. Purpose

The purpose of this policy is to provide flexibility and support to employees during times of unexpected personal or family needs. Howell Recreation recognizes that life can present unplanned circumstances, and this leave policy is designed to ensure employees are not restricted when those situations arise, while also balancing the operational needs of the organization.

- This policy is not meant to be used for additional vacation time. If a violation or abuse of this policy is found it will result in disciplinary action up to possible termination.

### 2. Amount of Leave

Eligible employees may request up to 40 hours of paid leave in writing. An extension may be requested for up to an additional 40 hours (for a total maximum of 80 hours).

- Any request for extension should be submitted in writing prior to the start of leave.
- If a request must be made during the initial 40 hours of leave, it must be submitted in writing no later than two (2) business days before the employee's scheduled return to work.
- All extension requests must be approved by the Executive Director.
- Leave Banking or Accrual
  - Leave time under this policy is not banked or accrued.
  - There is no carryover of unused leave hours.
- Eligible employees may request Leave once in a 12-month period.

### 3. Exceptions to Policy

- Medical
  - If the leave qualifies under the Family and Medical Leave Act (FMLA), it will run concurrently with FMLA.
- Parental Leave
  - This leave may be tagged with parental leave only in the case of an employee who has had a Cesarean (C-section) birth.
  - No other exceptions for tagging or combining with other parental leave types are allowed.

#### 4. Documentation

- Medical documentation is **ONLY** required for c-section birth or if the leave qualifies as FMLA medical leave.
- No other requests will require documentation.

#### 5. Notice Requirements

- a. Employees should provide as much advance notice as possible when requesting leave. Howell Recreation prefers at least two (2) week notice.
- b. In emergency cases, where advance notice is not possible, the employee must notify their supervisor at the earliest opportunity.
- c. Eligible Employees **MUST** adhere to the leave preparation steps under the Parental Leave Policy as applicable under section 7

#### 6. Returning to Work Requirements

Eligible Employees **MUST** follow the return-to-work requirements under the Parental Leave Policy as applicable.

#### 7. Eligibility

To be eligible for this leave, an employee must:

- Have completed at least **one (1) year of employment** with Howell Recreation; and
- Have worked a minimum of **1,250 hours** during the 12-month period immediately preceding the leave request.