



**Ingalls Memorial Hospital
Policies, Standard Work, and Guidelines**

Policy **Standard Work** **Guideline**

Name: Paid Parental Leave

Number: IMH HR056

Issue Date: 4/1/2021

Reviewed Date:

Scope/Background:

This Paid Parental Leave (“PPL”) policy is applicable to Ingalls Memorial Hospital regular employees (exempt and non-exempt) who are scheduled to work twenty (20) or more hours per week. Employees become eligible on the first of the month after 30 days of employment. Employees are eligible to receive benefits through this policy if they meet all the criteria specified below:

- Employee must be regularly scheduled to work at least twenty (20) or more hours per week;
- Employee must be a new parent, a new adoptive or foster parent; this includes same sex spouse or civil union partner of a biological or adoptive parent of a child eighteen (18) years of age or younger.

Changes to leave policies for employees represented by a labor union must be collectively bargained, and for that reason this new policy does not automatically extend to employees currently represented by a labor union as of its date of issuance unless provided for in an applicable collective bargaining agreement. The recent collective bargaining agreement with NNOC that covers some nurses does provide for those represented employees to be covered on the same basis as others are covered. For employees in other labor unions, please consult your collective bargaining agreement and/or bargaining representative as to coverage.

Purpose:

Ingalls Memorial Hospital recognizes the importance of providing new parents additional flexibility and time to bond with their newborn, newly adopted child or newly placed foster child. Our Paid Parental Leave policy provides eligible employees up to six (6) weeks of paid leave to care for and/or bond with a child following a birth, qualifying adoption, or foster care placement of a child.

This policy will apply to qualifying life events, such as a birth, adoption, or foster placement of a child occurring on or after April 1, 2021.

Definitions:

IMH or Hospital: Includes facilities on the main hospital campus in Harvey and at our Family Care Center/Urgent Care and other patient care centers in the southland locations.

Policy:

The purpose of this policy is to establish guidelines and procedures for employees. The policy provides eligible employees with up to six (6) weeks of paid leave to care for and/or bond with a child following birth, qualifying adoption or placement of a child for foster care. A qualifying adoption or foster placement requires that the child is under the age of eighteen (18) at the time of adoption or placement.

An employee can only receive one (1) six-week allocation of Paid Parental Leave (“PPL”) within a rolling 12-month period, measured from the date of each qualifying life event (birth, adoption or foster placement). Regardless of the number of qualifying life events within a 12-month period, employees may not exceed 6 weeks of PPL within a rolling 12-month period beginning on the date of the initial qualifying event.

Paid Parental Leave may be taken in one continuous six (6) week block of leave or on an intermittent basis, provided the absences are taken in one-week increments at minimum. Paid Parental Leave may not be taken on a reduced leave schedule (reducing the usual number of hours per workweek or workday).

Employees will receive paid leave based on their regular work schedule (i.e., equivalent to the number of hours they would have been regularly scheduled to work during such period). Unless otherwise required by law, any unused PPL will be forfeited at the end of the 12-month period.

If both parents work for IMH and are eligible for leave under this policy, both parents are eligible for up to six (6) workweeks off for the birth, adoption, foster care, of the child consistent with the policy requirements. However, where both parents are working in the same department, business needs may preclude both parents from taking parental leave at the same time.

Employees do not accrue any Paid Time Off while on an approved PPL.

Pay

Paid Parental Leave is compensated by IMH at 100% of the employee’s base rate of compensation at the time of the commencement of leave, minus required federal and state tax deductions and authorized deductions. As explained below, PPL is intended to run concurrently with any other form of unpaid federal, state, and/or local leave time for which an employee qualifies.

Maintenance of Health Benefits

During the PPL period, IMH will continue to pay its share of the cost of an eligible employee's health insurance benefits. Medical premium payments and other benefit plan contributions typically paid by the employee when not on leave will continue to be deducted from the employee's pay in accordance with normal practice. Eligible employees remain responsible for paying their share of insurance premiums and benefit plan contributions during any paid leave and will be deducted accordingly.

Short-term Disability and Similar Programs

Paid Parental Leave is in addition to the receipt of other medical disability benefits for which a birth parent may qualify, such as short disability benefits. For that reason, leave will in most cases begin after any disability period and the related use of disability benefits during that disability period by a birthing parent.

However, an employee who gives birth to a child may elect to use PPL to cover the STD waiting period including where needed to avoid unpaid time due to Paid Time Off accrual exhaustion.

Coordination with Other Time Off Policies and Holidays

If an employee elects to take PPL during a week in which an IMH holiday falls, that holiday (and corresponding pay) is considered part of their six (6) weeks of parental leave and will be paid in accordance with this policy. The employee will not be eligible to receive both PPL and additional holiday pay. In no event will an IMH holiday extend either the employee's parental leave entitlement or the total amount of pay beyond the six (6) week maximum.

Federal, State or Ingalls' Family Medical Leave of Absence Coordination

Where applicable, PPL will run concurrently with any unpaid leave available to an employee under the Family and Medical Leave Act ("FMLA") and other federal, state, and/or local laws. See HR0028 Leave of Absence (Medical Non-FMLA and Administrative) policy for reference. If an employee is not eligible for FMLA or has exhausted their FMLA and other leave rights, PPL will run concurrently with any leave for which the employee is eligible to take under IMH's other policies.

Procedures:

Employees and supervisors should know and follow the procedures below.

All Paid Parental Leave eligible employees can take the PPL at any time following the qualifying life event (birth, adoption, or foster placement of a child), as long as it is within twelve (12) months of the event.

PPL must be applied for and approved through leave administration by calling Sedgwick (855)-311-9661.

An employee is responsible for notifying their immediate supervisor and Sedgwick at least thirty (30) days before each PPL period (or as soon as practicable, when thirty (30) days' notice is not possible). Notification must include the anticipated length of leave (in minimum one-week increments) and expected return to work date.

The employee will be required to provide verification of birth, adoption or foster care placement to Sedgwick, the leave administrator. In order to pay out the paid parental leave benefit, all PPL must be approved by Sedgwick. Employees must give notice to Sedgwick as soon as practicable if the anticipated length of leave changes.

AT THE END OF EMPLOYMENT

Paid Parental Leave is not an accrued benefit, like Paid Time Off (PTO). Employees will not receive compensation for unused PPL upon separation from employment. Employees are not permitted to accept other employment during a period of paid PPL.

Questions on this policy should be directed to the employee's supervisor or to Ingalls Human Resources or HR Shared Services. Specific questions on this policy should be directed to HR Shared Services at 773-702-2355.

Interpretation, Implementation, and Revision:

The Director, People Strategy and Operations in the Human Resources Department is responsible for the interpretation and revision of this policy. All Ingalls Memorial Hospital employees are responsible for the implementation of this policy. IMH reserves the right to change or discontinue this policy at any time.

COMPLIANCE WITH OTHER LAWS

This policy will be interpreted and enforced consistent with applicable law, including, but not limited to, Title VII of the Civil Rights Act, the Pregnancy Discrimination Act ("PDA"), the FMLA, the Americans with Disabilities Act ("ADA"), and other applicable federal and state laws. In case of conflict between this policy and applicable law, IMH will comply with applicable law.

Attachments:

None

Cross-references:

None

References:

HR0028 Leave of Absence (Medical Non-FMLA and Administrative)