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City of Boston
Mayor Michelle Wu

PAID PARENTAL LEAVE
A Guide for City Employees

This document is intended to help City employees understand our Paid Parental Leave policy and the options available to them.



This document is not intended to replace or override said policy, nor any other official communication following publication.

For additional information regarding Paid Parental Leave at the City of Boston, please contact your department's HR Manager or submit a ticket through Beacon.



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ELIGIBILITY CRITERIA

How do I determine if I am eligible to take Paid Parental Leave?

See your Department's HR Manager or Personnel Officer if you are unsure whether you are eligible for PPL based on the below criteria:



You've worked for the City for at least 1 full year.

You must be employed by the City of Boston, in a benefits-eligible position for 12 consecutive months without a break in service.



You have 1250 hours in active pay status in the preceding year.

Active pay statuses includes time worked as well as paid leave such as sick leave, vacation leave, holidays, military leave, etc.



You are non-union, or a member of a participating union.

Including AFSCME, AFSCME 1526, Boston Park Rangers Association, BPDDBS Forensic Group, IAFF, MPPA, CWA, OPEIU, PSA, SENA, SEIU, and any other union with an agreement specific to this policy.



You experience a Qualifying Event.

The Qualifying Event must take place on or after the effective date of this Paid Parental Leave Policy.

See Page 4 for Qualifying Events.

What if I'm a full-time, benefits eligible employee but I have not completed a full year of service?

01

You've worked for the City for at least 1 full year.

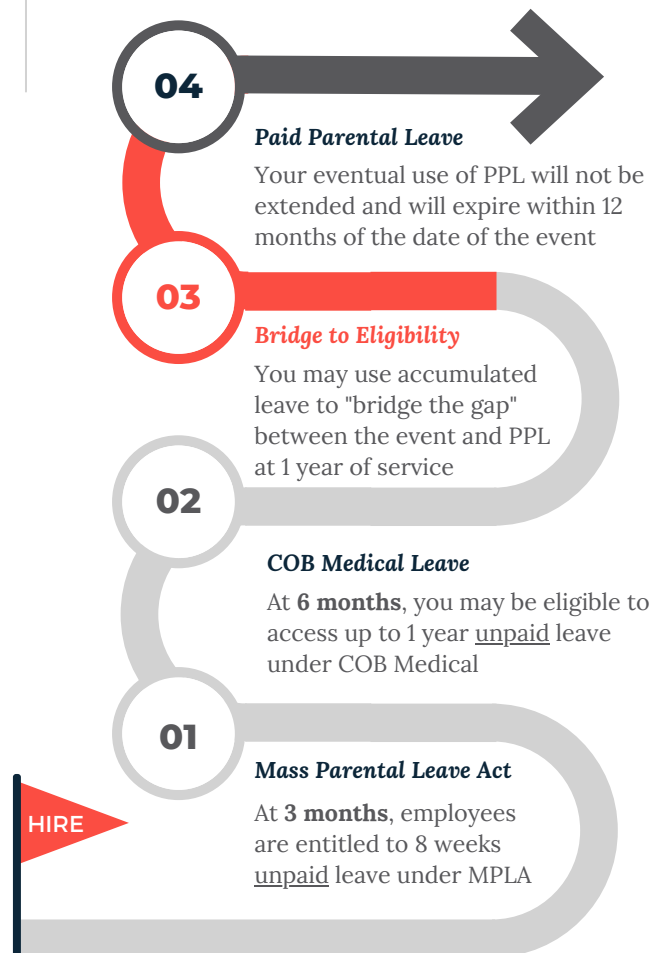
You must be employed by the City of Boston, in a benefits-eligible position for 12 consecutive months without a break in service.

BRIDGE TO ELIGIBILITY

Please note, with respect to the "bridge to eligibility" you must make use of PPL within one (1) year of the the Qualifying Event, not the date you become eligible.

Please reach out to the Leave & Absence Management Team in the Office of Human Resources to discuss your situation and arrange for a consultation.

If you are otherwise eligible for PPL but you experience a Qualifying Event before reaching 12 months of continuous service, you may use your accumulated sick or other paid leave time to "bridge the gap" so-to-speak.



ELIGIBILITY CRITERIA

FAQS

1

I am planning on changing jobs within the City in the near future. Will that impact my eligibility for PPL?

It depends on the position you are transferring into. PPL can be terminated if you transfer to an “ineligible position”. For instance, if you transfer from a non-union position to a unionized position in which the union has not signed off on the PPL Policy. The Office of Human Resources can tell you if and how changing jobs may impact your eligibility.

3

Do I qualify for the Massachusetts Paid Family Medical Leave (PFML)?

The City of Boston does not participate in the Mass PFML program because the City already offers 12 weeks of paid leave to eligible employees to bond with a child during the first 12 months after the child’s birth, adoption, or foster care placement.

2

What if I am not eligible for PPL at the time of the Qualifying Event?

Other leave options may be available until you have reached the bridge to eligibility status. They may include:

Mass Parental Leave Act (MPLA):

As a recent hire, employees with at least three (3) months of service with the City will be eligible for the Mass Parental Leave (MPLA). Under MPLA, employees are entitled to eight (8) weeks of unpaid leave for the birth or adoption of a child.

City of Boston Medical Leave (COB Medical):

As a recent hire with at least six (6) months of service with the City will be eligible for the City of Boston Medical Leave (COB Medical). Under COB Medical, employees are entitled up to one (1) year of unpaid leave for the birth/bonding with your child. The continuous time beyond the 12 weeks of PPL is subject to the department head approval and operational needs of the department.

QUALIFYING EVENTS

In what situations may I be able to access Paid Parental Leave?

PPL can be used for the addition of a child under the age of 18 (or under age 23 with a physical or mental disability) to your family through:



Childbirth

Regardless whether or not you are the birthing parent.



Surrogacy

Meaning a surrogate carries and delivers a child on your behalf.



Adoption

Including the adoption of a spouse or partner's children.



Foster Care

Or other legal placement of a child in your home.



Pregnancy Loss

Occurring 20 or more weeks into the pregnancy.

QUALIFYING EVENTS

FAQS

1

I am adopting my spouse/partner's child(ren). Does this situation qualify for PPL?

Yes, if you meet the eligibility criteria for PPL. The Office of Human Resources - Leaves Team may request appropriate supporting documentation.

2

What if I'm pregnant with twins, or adopting multiple children through marriage. Do my PPL benefits double?

No. The birth, adoption or foster care placement of multiple children at the same time constitutes only one Qualifying Event for a total of up to 12 weeks of PPL.

3

What if I experience a pregnancy loss before 20 weeks into my pregnancy? Is there any leave benefit available under these circumstances?

Yes. If you meet the eligibility criteria for PPL and experience a pregnancy loss for any reason prior to 20 weeks, you may be eligible for leave with pay for up to five (5) days. You may also be eligible for additional leave under the City's FMLA Policy.

4

My spouse/partner also works for the City. Are we both eligible for PPL?

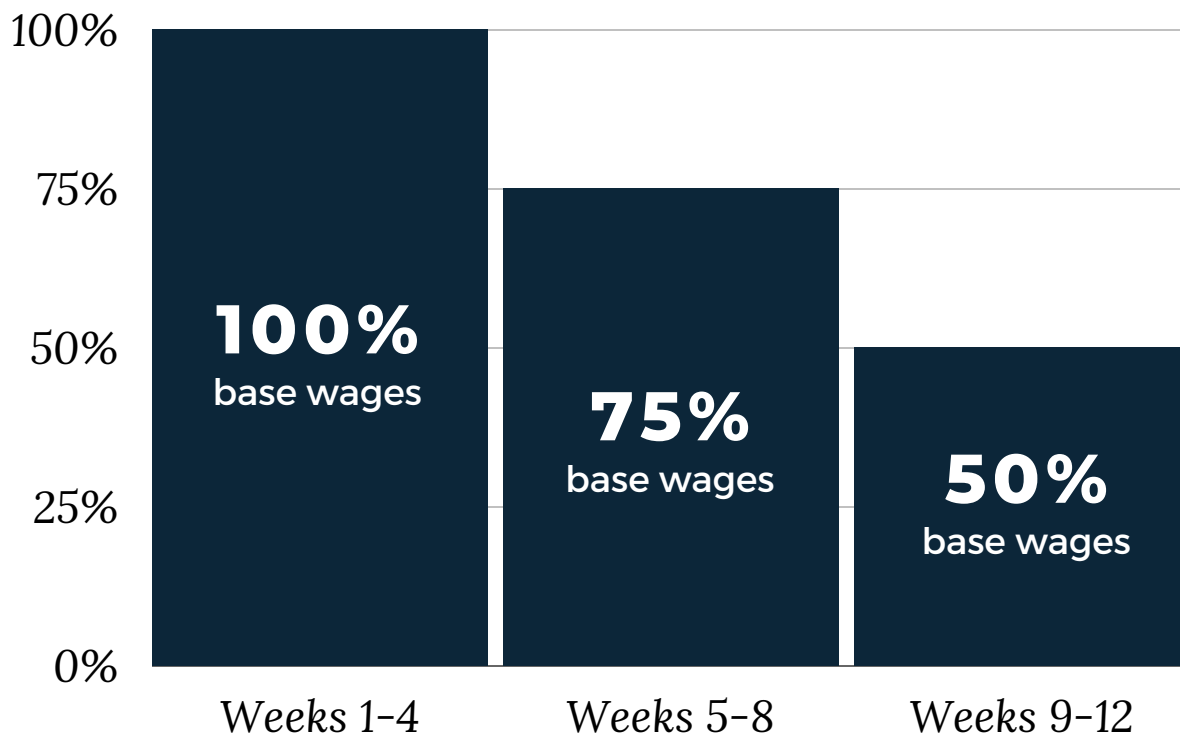
Yes. If both parents are employed by the City and meet the eligibility criteria, each employee is separately entitled to up to 12 weeks of PPL, which may be taken concurrently, subsequently, or in any other combination.

TIME AND PAY

How is Paid Parental Leave Paid at the City?

For Paid Parental Leave, eligible employees at the City of Boston receive:

- **100%** of base wages based on regular work hours for the first four weeks of leave;
- **75%** of base wages based on regular work hours for the following four weeks of leave; and
- **50%** of base wages based on regular work hours for the remaining four weeks of leave

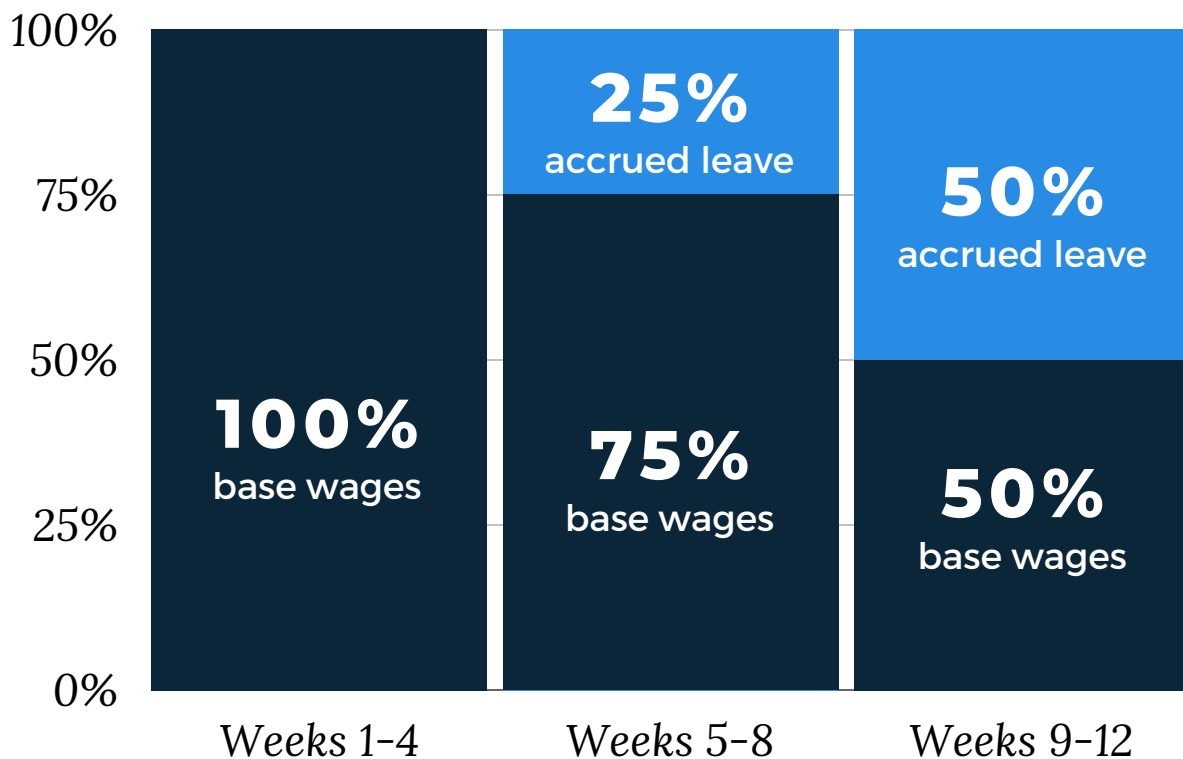


Can I supplement my PPL at the 75% and 50% rate to make my pay whole?



Yes. You may use accrued sick, vacation, personal, or compensatory leave to supplement your Paid Parental Leave compensation up to 100% of your base pay.

You must communicate this to your Department's HR Manager or Personnel Officer before you begin PPL, so that they may code your time accordingly.



Do I have to take my PPL time all at once?

No. Eligible employees may take PPL in any of the following ways:

- 1** *One Continuous Period* of time totaling up to 12 weeks;
- 2** *Two Continuous Periods* of time provided the two continuous periods of time combined total no more than 12 weeks; or
- 3** *Intermittent Periods* provided the leave is taken in full-day increments and does not unreasonably interfere with operational needs of the employee's department and position.

One continuous period:



Two continuous periods:



Intermittent periods:



TIME AND PAY FAQS

1

Are there any impacts I should be aware of when supplementing PPL with my other accrued leave time?

Your choice to supplement your PPL using accrued leave may affect the timing or eligibility for vacation drop, step increases, or continued health insurance coverage, all of which should be addressed with your Department's HR Manager or Personnel Officer when requesting approval for Paid Parental Leave.

3

I will be leaving the City before my 12 weeks of PPL ends, will I be paid out my PPL balance?

Paid Parental Leave is not paid out upon separation from employment and cannot be donated to other employees.

2

Do I have to use my PTO to supplement while on PPL?

No. If you choose to, you may take Paid Parental Leave in weeks compensated at less than 100% base pay without supplementation.

However, in order for you to maintain your health insurance benefit you must have at least 20 paid hours per week.

4

Does my PPL run concurrently (at the same time) as other types of leave?

Yes. Paid time off under Paid Parental Leave will run concurrently with other leave benefits you're eligible for such as the City's Medical Leave Policy, the Family & Medical Leave Act (FMLA), and the Mass Parental Leave Act (MPLA).

STEPS TO TAKE

How do I initiate and facilitate the PPL process?



Notify your Department's HR Manager or Personnel Officer.



You will be directed to the Leave & Absence Management team for a consultation.



They will review the eligibility criteria and discuss your options with you.



If you are eligible for PPL, they will provide the documentation you must submit.

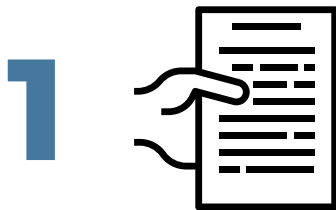


After submitting your required documentation, you will receive an email confirming approval.



DOCUMENTATION EXAMPLES

What information do I need to provide?

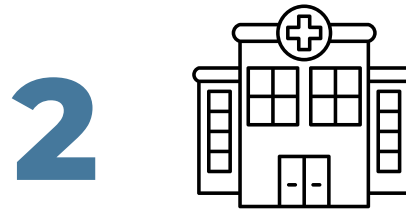


Letter of Intent

You will be required to submit a letter to your Department HR (*see example on Page 12*) at **least 30 days** before the Qualifying Event.

It must include:

- A written request to use Paid Parental Leave;
- A written designation of the choice to take Paid Parental Leave in one continuous period or in two continuous periods of time, and/or intermittent usage; and
- The anticipated start date and duration of the requested Paid Parental Leave.



Certification Form(s)

You will be required to provide copies of one or more of the following certification forms for Paid Parental Leave, as applicable to your situation:

- "Mother's Letter" received from the hospital upon discharge showing your child's date of birth (*see example on page 13*)
- Form WH 380E (*for the birth of a child*)
- Form WH 380F (*for adoption, foster care placement, leave for non-birthing parent*)
- Medical documentation evidencing loss of pregnancy after 20 weeks gestation

TO: DEPARTMENT HR MANAGER/TIMEKEEPER**FROM:****DATE:****RE: Upcoming Parental Leave**

I am writing to inform you of my plans for upcoming paid parental leave. The estimated due date is **DATE (or Qualifying Event Date)**. I plan to work until the baby is born or **DATE**, whichever comes first **DATE (or Qualifying Event Date)**.

I am requesting to utilize my twelve weeks of PPL as follows:

One continuous period of 12 weeks

- Weeks 1 - 4: Paid Parental Leave—35 hours per week (@ 100% of base wages)
- Weeks 5 - 8: Paid Parental Leave—26.25 hours per week (@ 75% of base wages)
- Weeks 9 - 12: Paid Parental Leave—17.5 hours per week (@ 50% of base wages)

Indicate how you would like Weeks 5-12 to be supplemented with your accrued sick, vacation, personal or compensatory time, in order to meet the 20 hours per week minimum to maintain health benefits. If you choose to supplement with 'no pay' indicate as well, and be sure to follow up with Health Benefits & Insurance Office.

Two continuous periods for total of 12 weeks

- *Indicate specific weeks for First Continuous Period **AND** for Second Continuous Period (including supplementation details where applicable)*

Intermittent Usage

- *Indicate if you plan to use One or Two Continuous Periods (specifying weeks), followed by intermittent usage (TBD).*

If you have any further questions or concerns please contact me.

Thank you for your assistance,

Your Name

The following information is being provided from hospital records and is not a legal birth certificate.

HOSPITAL RECORDS INDICATE THAT THE FOLLOWING CHILD:
[REDACTED]
WAS BORN AT
BETH ISRAEL DEACONESS MEDICAL CENTER
ON [REDACTED]

SEX OF CHILD: [REDACTED]

BIRTH CERTIFIER: [REDACTED]
CERTIFIER TITLE: [REDACTED]

PARENT INFORMATION:

NAME: [REDACTED]
SURNAME AT BIRTH OR ADOPTION: [REDACTED]
DATE OF BIRTH: [REDACTED]
BIRTHPLACE: [REDACTED]
RESIDENCE: [REDACTED]

NAME: [REDACTED]
SURNAME AT BIRTH OR ADOPTION: [REDACTED]
DATE OF BIRTH: [REDACTED]
BIRTHPLACE: [REDACTED]

AT THE REQUEST OF THE PARENT(S), A SOCIAL SECURITY NUMBER FOR THE CHILD WAS APPLIED FOR AND TRANSMITTED BY THIS FACILITY.

[REDACTED]

BIRTH REGISTRAR

STEPS TO TAKE

FAQS

1

Who do I contact to initiate the process of applying for PPL?

After making your Department's HR Manager or Personnel Officer aware of your request, you can contact the Office of Human Resources Leave & Absence Management Team by submitting a ticket through the Beacon HR portal, Beacon@boston.gov, or by calling 617-635-3370.

3

I experienced a pregnancy loss less than 20 weeks into my pregnancy, how do I request the 5-day paid leave?

Contact the Office of Human Resources through Beacon (but remember not to email or upload any medical documentation to the portal).

The Leave & Absence Management Team will reach out to your department with time reporting instructions.

2

I was approved for PPL, how do I submit my leave request via Employee Self-Service (ESS)?

In ESS, under Absence Name(s), you will find the PPL options to choose from (PPL 100%, PPL 75%, PPL 50%, and PPL Unpaid). However, we strongly advise employees to work with your department HR Manager and timekeeper in advance on your plans for PPL usage. Your department can code your PPL absences correctly.

4

What if I am unable to give 30 days notice before the Qualifying Event?

If exigent circumstances make it impossible to provide 30-days advance notice, you must still provide notice as soon as possible. Failure to provide appropriate notice may delay the consideration or approval of the request.

ADDITIONAL RESOURCES

What other supports should I be aware of?



Lactation Rooms

Are available on the 7th and 8th floors of City Hall. Visit the OHR reception desk in room 611 for access.



MAMAVA Pod

Download the Mamava mobile app to unlock this private suite for pumping or breastfeeding in the lobby at City Hall.



Small Necessities Leave

Permits eligible employees to take up to 24 hours of unpaid leave within a 12-month period to attend a child's school activity or doctor's appointment.

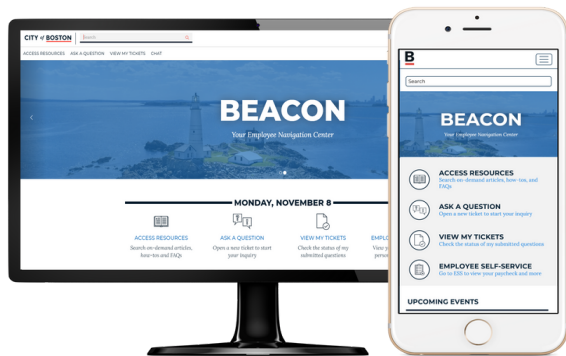


Employee Assistance Program

This free, confidential program is offered to help all City of Boston employees and their family members to restore and initiate well-being in work and life.

MORE INFORMATION

Where can I go to learn more about Paid Parental Leave at the City of Boston?



Beacon Portal

Go to access.boston.gov and look for the Beacon lighthouse icon

Access additional FAQs, forms, and documents, get quick answers from our virtual agent, or submit a ticket for OHR to review and respond.

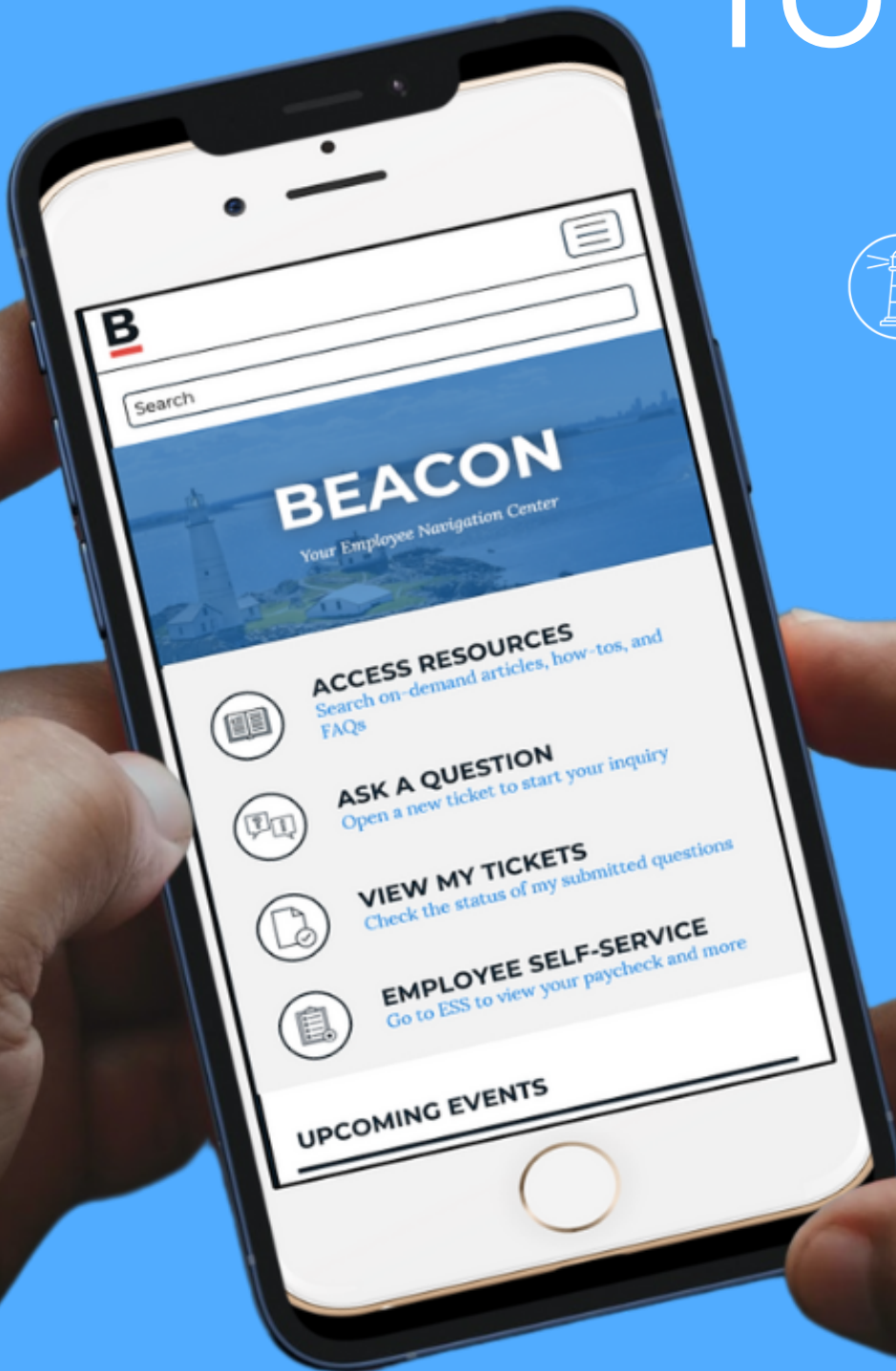
Policy Document

Read the policy document in full, attached to this guide.

You can find the full policy document on Beacon, or see your Departmental HR Manager or Personnel Officer for a copy.

PAID PARENTAL LEAVE POLICY	
PURPOSE	The City seeks to promote health and wellness for employees and their families by providing paid time off for City employees for the care of and bonding with a child added to their immediate family, or for City employees who experience a covered Event.
SUMMARY	On the effective date, eligible City of Boston employees, as defined below, may be granted up to 12 weeks of compensated time off for the care of and/or bonding with a child added to their immediate family or for City employees who experience a covered Event.
WHO IS IMPACTED	<p>Eligible Employees</p> <p>Regardless of gender or marital status, an employee is eligible for Paid Parental Leave upon meeting all of the following criteria:</p> <ol style="list-style-type: none"> 1. The employee has been employed by the City of Boston in a benefit-eligible position for at least 12 consecutive months or 52 consecutive weeks without any break in service*; 2. The employee has been in pay status for at least 1250 hours in the preceding 12-month period; 3. The employee is either (a) not covered by a collective bargaining agreement or (b) is covered by a collective bargaining agreement through: AFSCME; AFSCME 1526; Boston Park Rangers Association; Boston Police Detective Benevolent Society; Forensics Group; IAF; Municipal Police Patrolmen's Association (MPPA); New York Typographical Union, CWA Local 4456; Office and Professional Employees International Union (OPEIU), Local 6; PSA; SEU; SENA; or other union that has executed and ratified, if required, a collective bargaining agreement or amendment containing specific reference to this Paid Parental Leave Policy; and 4. The employee experiences an Event on or after the effective date of this Paid Parental Leave Policy.
Policy	Original Issue Date Date of Last Revision Effective Date Page Number
Paid Parental Leave	4/1/2016 08/01/2022 09/27/2022 1

HR that works for *you*.



BEACON

