City of Tampa Personnel Manual
B. Directives and Benefits
B11.5 Pregnancy-related Medical Leave of Absence

Issue Date: 12/11/18

B11.5A Policy

1. Purpose – The City of Tampa supports employees who become parents to ensure they can contribute fully in the workplace and also meet the needs of their families. The availability of paid maternity leave has been shown to increase the likelihood that mothers return to their jobs following the birth of a child, and also improves the health and development outcomes of the infant.

2. The City of Tampa grants pregnancy-related medical leave of absence to eligible employees to provide continued income following the birth of a child.

3. Eligibility – An employee must be assigned at least 40 hours of work per week and must have completed at least one year of continuous service with the City to be eligible for a pregnancy-related medical leave of absence.

4. Length – A pregnancy-related medical leave of absence is limited to one continuous 240 hour period per calendar year.

    a. Pregnancy-related medical leave of absence shall count as part of the Family Medical Leave Act (FMLA), should the employee be otherwise eligible for FMLA.

    b. Additional paid or unpaid leave time shall be authorized in accordance with the applicable leave polices for annual leave, sick leave, personal/medical leave of absence, parental leave of absence and leave without pay. This additional paid or unpaid leave time shall not be denied when it is part of the twelve-week FMLA requirements (see B11.3).

5. Requests for Pregnancy-related Medical Leave – Requests for pregnancy-related medical leave of absence must be submitted by the employee at least four weeks in advance. In cases of emergency, the time limit will be waived. The request must include a licensed physician's certification of maternity with an expected delivery date, which is updated based on the actual date of delivery. Employees are required to complete an affidavit and are subject to disciplinary action, up to and including dismissal, if false information is provided.

6. Benefits

a. An employee on pregnancy-related medical leave of absence shall continue to accrue sick and annual leave.

b. Pregnancy-related medical leave of absence shall be treated as any other paid leave status and is credited towards continuous service for the purpose of calculating annual longevity awards, annual leave bonus hours, salary review dates, and seniority. Pregnancy-related medical leave of absence shall not be credited as time worked for purposes of calculating overtime and shall not be eligible for shift premium pay.

c. An employee on pregnancy-related medical leave of absence shall continue to receive the same health and life insurance benefits as when the employee was active.

d. When a designated holiday falls during the pregnancy-related medical leave of absence period, the employee shall receive the holiday pay and shall not be charged with pregnancy-related medical leave of absence. This shall not apply to sworn firefighters covered by the IAFF contract who will receive holiday pay in accordance with the union contract.

7. Reinstatement – Upon the expiration of the pregnancy-related medical leave of absence, the employee returns to the position occupied at the time the leave was granted. Reinstatement of an employee who gave birth requires acceptable medical substantiation that the employee is medically authorized to return to work.

8. Termination of Leave

a. An employee shall be subject to immediate termination and repayment of any leave approved if the employee claims or receives unemployment compensation or accepts other employment during the approved leave.

b. If the Director of Human Resources determines that an employee has abused, falsified information or was otherwise not eligible for leave, the employee shall be required to repay any leave previously approved and shall be subject to disciplinary action including termination.

c. An employee who decides to voluntarily resign, retire, or otherwise terminate their employment with the City, shall be subject to repayment of any leave approved.

d. The failure of an employee to report promptly for duty at the expiration of the leave shall be just cause for the City to terminate the employee.

9. Employees shall not be authorized to work extra duty/off duty jobs for the Tampa Police Department or the Tampa Fire Rescue Department during pregnancy-related medical leave of absence.

10. Effective Date – This policy shall be effective for a birth or placement (adoption/foster care) of a child on or after December 16, 2018.

Issue Date: 12/11/18

City of Tampa Personnel Manual

B. Directives and Benefits
B11.6 Parental Leave of Absence

Issue Date: 12/11/18

B11.6A Policy

1. Purpose – The City of Tampa supports employees who become parents to ensure they can contribute fully in the workplace and also meet the needs of their families. The availability of paid parental leave has been shown to improve the health and development outcomes of the infant, and is critically important for parents and their newborn, newly adopted child, or foster child to have the opportunity to form strong family attachments and relationships.

2. The City of Tampa grants parental leave to eligible employees to provide continued income following:

    a. The birth of a child and to care for the newborn child.

    b. The placement with the employee of a child for adoption or foster care.

        1) The Child must be age 17 or younger.
        2) The adoption of a spouse or domestic partner's child is not covered by this policy.
        3) The adoption of a child who has been in foster care placement with the family is not covered by this policy.

3. Eligibility – An employee must be assigned at least 40 hours of work per week and must have completed at least one year of continuous service with the City to be eligible for parental leave.

4. Length – Parental leave is available to both male and female employees and is limited to one continuous 80 hour period per event per calendar year. The fact that multiple birth, adoption or foster care placement occurs (for example, the birth of twins or adoption or fostering of siblings) does not increase the amount of paid parental leave granted for that event.

    a. Parental leave shall count as part of the Family Medical Leave Act (FMLA), should the employee be otherwise eligible for FMLA.

    b. Additional paid or unpaid leave time shall be authorized in accordance with the applicable leave polices for annual leave, sick leave,

personal/medical leave of absence, pregnancy-related leave of absence and leave without pay. This additional paid or unpaid leave time shall not be denied when it is part of the twelve week FMLA requirements (see B11.3).

5. Requests for Parental Leave – Requests for parental leave must be submitted by the employee at least four weeks in advance. In cases of emergency, the time limit will be waived. The request must include a licensed physician's certification of maternity with an expected delivery date, which is updated based on the actual date of delivery. In cases of adoption or foster child placement the employee shall submit appropriate documentation of the adoption or foster child placement. Employees are required to complete an affidavit and are subject to disciplinary action, up to and including dismissal, if false information is provided. Requests for parental leave shall be subject to the approval of the Director of Human Resources (or designee).

6. Benefits

   a. An employee on parental leave shall continue to accrue sick and annual leave.

   b. Parental leave shall be treated as any other paid leave status and is credited towards continuous service for the purpose of calculating annual longevity awards, annual leave bonus hours, salary review dates, and seniority. Parental leave shall not be credited as time worked for purposes of calculating overtime and shall not be eligible for shift premium pay.

   c. An employee on parental leave shall continue to receive the same health and life insurance benefits as when the employee was active.

   d. When a designated holiday falls during the parental leave period, the employee shall receive the holiday pay and shall not be charged with parental leave. This shall not apply to sworn firefighters covered by the IAFF contract who will receive holiday pay in accordance with the union contract.

7. Reinstatement – Upon the expiration of the parental leave, the employee returns to the position occupied at the time the leave was granted. Reinstatement of an employee who gave birth requires acceptable medical substantiation that the employee is medically authorized to return to work.

8. Termination of Leave

   a. An employee shall be subject to immediate termination and repayment of any leave approved if the employee claims or receives unemployment compensation or accepts other employment during the approved leave.

b. If the Director of Human Resources determines that an employee has abused, falsified information or was otherwise not eligible for leave, the employee shall be required to repay any leave previously approved and shall be subject to disciplinary action including termination.

c. An employee who decides to voluntarily resign, retire, or otherwise terminate their employment with the City, shall be subject to repayment of any leave approved.

d. The failure of an employee to report promptly for duty at the expiration of the leave shall be just cause for the City to terminate the employee.

9. Employees shall not be authorized to work extra duty/off duty jobs for the Tampa Police Department or the Tampa Fire Rescue Department during Parental Leave.

10. Effective Date – This policy shall be effective for a birth or placement (adoption/foster care) of a child on or after December 16, 2018.

Issue Date: 12/11/18