

## **SECTION 8.19**

## **PARENTAL LEAVE**

Upon completion of a probationary period of six (6) months employment, parental leave without pay shall be granted to any employee for eight (8) weeks, in connection with the birth, adoption, or court ordered placement of a child providing that the request for said leave is made in writing to the department head at least two (2) weeks prior to such leave. Requests for parental leave shall be submitted in writing to the Department Head and the Human Resources Director and shall include the expected commencement date of the leave and state that the employee intends to return to his/her position at the conclusion of the leave.

An employee on parental leave shall not accrue additional vacation or sick leave.

Parental leave shall not affect the accrual of benefits, seniority, or length of service credit.