

Paid Parental Leave

Purpose/Objective

The Archdiocese of Philadelphia, including all its entities, (collectively, “Archdiocese”) will provide up to 6 consecutive weeks of paid parental leave to employees following the birth of an employee’s child or the placement of a child, or children under age 18, with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable, but will remain available even if the new employee exhausts FMLA prior to the expiration of the 6 weeks per this policy. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 1, 2023.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Archdiocese for at least 12 months (the 12 months do not need to be consecutive); and
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.

In addition, employees must meet one of the following criteria:

- Have given birth to a child;
- Be the biological father or husband of a woman who has given birth to a child; or
- Have adopted a child or hosted a foster child who is under the age of 18.

Note: This provision does not apply to the adoption of a stepchild by a step-parent.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 6 weeks (30 workdays) of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event if within the same 12 month period. Employees may not receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

- Each week of paid parental leave is compensated at 100% percent of the employee's regular, straight-time weekly pay and benefit plan. Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the qualifying birth, adoption or placement of a child. Paid parental leave may not be used or extended beyond this 12-month time frame and must be completed before the qualifying child's first birthday or the first anniversary of the adoption or placement of the child.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the Archdiocese, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave— whether paid or unpaid— granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Archdiocese will maintain all benefits for employees during the paid parental leave period just as if they were on **FMLA-qualifying leave** or taking any other paid leave such as paid vacation leave or paid sick leave.
- If a scheduled holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay and shall extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not have remaining FMLA leave will be afforded the same level of job protection for the period of time that

the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- The Archdiocese of Philadelphia has the exclusive right to interpret this policy.