



Paid Caregiver Leave

- A. All full- and part-time, regular employees shall be eligible to receive paid caregiver leave following the birth or adoption of a child or the placement of a foster child or foster children.
- B. An eligible employee shall receive a maximum of twelve weeks of paid Caregiver Leave in a twelve-month, look-back period.
- C. Approval and administration of Caregiver Leave will be made pursuant to the City's Family Medical Leave Act (FMLA) policy for all full- and part-time, regular employees. Full- and part-time, regular employees, who are within the first year of employment, although not eligible for FMLA benefits, shall be eligible for Caregiver Leave. To access this benefit, employees must complete designated FMLA forms and be approved by the Human Resource Division.
- D. Paid Caregiver Leave authorized under this policy covers 100% of an eligible employee's regular rate of pay and, while using such leave, an employee will continue to accrue leave in accordance with applicable City policies.
- E. Official and observed holidays for the City employees do not count against paid Caregiver Leave. Employees using paid Caregiver Leave on an official or observed holiday shall receive any applicable holiday pay.
- F. Paid Caregiver Leave shall run concurrently with the twelve-week period covered by the FMLA, if the employee is so eligible.
- G. Paid Caregiver Leave cannot be donated through the City of Lawrence Shared Leave program or in any other way, and any amount of leave not used by the eligible employee shall be forfeited. Caregiver Leave will not be paid out upon termination.