

**CITY OF MINNEAPOLIS**  
**Paid Parental Leave Policy**  
(Link to [Paid Parental Leave Procedures](#))

**Applies to:** Eligible City employees following the birth or adoption of a child. Employees not eligible for leave under this policy include employees ineligible to accrue sick leave, temporary employees, and contractors.

**Synopsis:** Allows eligible employees the opportunity to access and use paid leave for the birth or adoption of a child.

**Council Approval Date:** May 1, 2015

**Effective Date:** January 1, 2015

**Links to Related Policies and Procedures:** [FMLA Policy](#) and [Civil Service Rules](#)

**Administering Department:** Human Resources Department

**Phone:** 612.673.5460

## **POLICY STATEMENT**

The City of Minneapolis is committed to providing competitive benefits that are flexible, and when possible, responsive to the needs of our employees. Providing these types of benefits enables the City to continue to attract and retain a qualified, engaged and diverse workforce. Moreover, the City of Minneapolis recognizes the need to support employees as they balance their career and family life. A Paid Parental Leave policy recognizes family and work-life balance as important and vital to the success of the City of Minneapolis.

It is the policy of the City of Minneapolis to provide eligible employees with up to 120 hours (three weeks) of paid parental leave. This policy allows for the use of paid leave to be taken within 12 weeks following the birth or adoption of a child. An eligible employee is defined as a biological parent, an adoptive parent, or the spouse of a biological or adoptive parent. For the purposes of this policy “registered domestic partners” are considered spouses.

To be eligible for leave under this policy, an employee must meet the following:

1. Be eligible to accrue sick leave.
2. Have no disciplinary action in the previous two years for the misuse of sick leave.

The paid parental leave must be used in a solid block of time and run concurrently with any other leaves available under existing federal and state laws. The paid parental leave must be requested and used within 12 weeks of the qualifying event or the opportunity to request and/or use the leave will be forfeited.

The Chief Human Resources Officer or designee is responsible for the development, establishment and maintenance of procedures to implement and support this policy, and to ensure the policy is in compliance with applicable laws, City ordinances, policies and rules.