

HUMAN RESOURCE POLICY (*County Manager's Authority*)

PAID FAMILY LEAVE

Mecklenburg County offers Paid Family Leave to employees who need to take time off work to bond with a new child entering their life by birth, adoption, or foster care placement, or to care for a seriously ill child, parent, or spouse.

Eligibility

To be eligible for Paid Family Leave, the employee must be a qualified employee under the [Family Medical Leave Act \(FMLA\)](#) and on approved FMLA Leave for one of the following reasons:

- To care for the employee's spouse, [son, daughter](#), or parent who has a [serious health condition](#);
- To bond with a newborn child within one year of birth; or
- To bond with a child following adoption or foster care placement within one year of adoption or placement.

Part-time, Limited Part-time and Temporary employees are not eligible for Paid Family Leave.

Benefit

Paid Family Leave will provide 100% of an employee's salary for up to 6 weeks.

Employees may not use vacation, sick leave, or holiday pay while receiving Paid Family Leave. Employees cannot receive Temporary Disability Income (TDI) while receiving Paid Family Leave. An employee may receive Paid Family Leave prior to obtaining TDI or after TDI ends.

Duration

Employees can receive up to six weeks of paid leave in a single continuous block. Paid Family Leave runs concurrent with FMLA Leave. If at the time the employee takes Paid Family Leave, the employee has less than six weeks of FMLA Leave remaining, the employee will only be eligible for Paid Family Leave up to the amount of FMLA Leave the employee has remaining.

An employee may only receive Paid Family Leave for one qualifying event within a rolling twelve-month period. The amount of paid family leave for any one person shall not exceed six weeks in a rolling twelve-month period. All leave must be completed within twelve months of the qualifying event.

If both parents are employed by the County and have one qualifying event, each parent is eligible for the six weeks of Paid Family Leave. Each parent can use their allocated six weeks of Paid Family Leave, either concurrently or consecutively.

Nonaccrual of benefit

Upon separation of employment, the employee shall not be eligible for payment for any unused Paid Family Leave.

Use

Employees are to use Paid Family Leave only for the reason(s) approved by Mecklenburg County. Use of Paid Family Leave for any other purpose violates Mecklenburg County policy and may result in disciplinary action, up to and including termination.

Prohibition on Secondary Employment

An employee on Paid Family Leave cannot engage in outside or supplemental employment while on leave. Violation of this policy may result in disciplinary action, up to and including termination.