

City of Dallas Paid Parental Leave



We are proud to announce an exciting new benefit in conjunction with Family Medical Leave Act (FMLA) leave for City of Dallas employees expecting a newborn, newly adopted, or newly placed child – **Paid Parental Leave**.

On or after October 1, 2021, full or part-time City of Dallas employees who have given birth, need to care for, adopted, or received placement of a child age twelve or younger may be eligible to receive up to six weeks paid leave to help support the new addition to their family.

Paid Parental Leave runs concurrently with FMLA leave. City of Dallas employees must be eligible for FMLA leave before they can be approved for Paid Parental Leave.

How does it work?

See the frequently asked questions below to learn more about the program.

1. Who is eligible for Paid Parental Leave?

Full or part-time City of Dallas employees that have been employed for at least twelve months are FMLA eligible, and:

- Have given birth to a child on or after October 1, 2021; or
- Need to care for a child born on or after October 1, 2021; or
- Have adopted or have received placement of a child in foster care on or after October 1, 2021.

2. Are temporary and seasonal City employees eligible for Paid Parental Leave?

No, temporary and seasonal City employees are not eligible.

3. Does adoption through marriage qualify for Paid Parental Leave?

No, adoption through marriage does not qualify City employees for Paid Parental Leave.

4. What documentation is required to prove the birth, adoption, or placement of a foster child?

Documents proving the placement or birth of a child must include the parent's name and child's date of birth, date of adoption, or date of placement. We cannot accept

letters from a doctor with the expected due date; the document must show the actual date of birth.

For births, the best documentation to send is the Verification of Birth facts you receive from the hospital.

For adoptions or foster placements, we require official court documentation that shows the date of adoption or placement and the adoptive parent's/parents' name(s).

5. What if a City employee other than the child's parent is caring for the Child?

If the City employee is now in full legal custody or legal guardianship of the child and has been approved for FMLA leave, they may be eligible for Paid Parental Leave.

6. What if both parents are City employees? Can they both receive Paid Parental Leave at the same time?

If both parents/legal guardians are City employees, they must share one allotment of Paid Parental Leave not to exceed the maximum of six weeks.

7. How much paid time off does Paid Parental Leave cover?

Paid Parental Leave covers up to the first six weeks of FMLA leave after the birth, adoption, or foster placement of the child. City employees must use Paid Parental Leave before any other paid leave.

8. Is there a requirement or deadline for when Paid Parental Leave time has to be used?

Paid Parental leave may be taken continuously at any time during the twelve-month period immediately following the birth, adoption, or placement of a child with the employee. Paid Parental Leave may not be used or extended beyond this twelve-month time frame.

9. What's the difference between FMLA leave and Paid Parental Leave?

FMLA leave provides job protection for up to twelve weeks of unpaid leave due to an illness, injury, birth, or adoption. Paid Parental Leave is paid leave that can be approved in conjunction with FMLA leave for City employees who become a legal guardian of a child age twelve or under in the event of child birth, adoption, or foster care.

10. What if I am out on bedrest prior to the delivery of my child? When will Paid Parental Leave go into effect?

Paid Parental Leave goes into effect after the child is born.

11. What if I give birth to, am placed with, or adopt more than one child? Can I receive more than six weeks of Paid Parental Leave?

No, you will only receive one allotment of Paid Parental Leave at a time per rolling twelve month period.

12. What if my due date changes or the baby comes earlier or later than expected?

If you need to change the dates of your Paid Parental Leave request for any reason you must first notify FMLASource. After that is completed, please email CODemployeepaidleave@dallascityhall.com to inform them of the new dates.

13. How do I apply for Paid Parental Leave?

Requests for Paid Parental Leave can be emailed to:
CODemployeepaidleave@dallascityhall.com

14. When should I apply for Paid Parental Leave?

It is suggested that you submit your application for FMLA and Paid Parental Leave at least 30 days in advance. Click [here](#) to download the request form.

15. I work a 24-hour shift for the Fire Department, how much Paid Parental Leave time will I receive?

All employees are granted 6 weeks of Paid Parental Leave regardless of how many hours they work within that 6 week period. The number of hours granted for Paid Parental Leave will be adjusted based on your schedule.

16. Can I work while on Paid Parental Leave or can I take Paid Parental leave intermittently?

No, you cannot work while on Paid Parental Leave, and if you do come to work you will forfeit any remaining Paid Parental Leave you may have after the date you returned to work. Paid Parental Leave must be used as on block of leave.

17. If a holiday falls within my 6 weeks of Paid Parental Leave, will I be paid for that day or is it considered a Paid Parental Leave day?

If a holiday falls within your 6 weeks of Paid Parental Leave, you will be paid for that day. However, it does not extend your Paid Parental Leave an extra day beyond the 6 weeks.

18. Can I work jobs or gigs for another employer during my Paid Parental Leave?

No. If you work at any location for any reason during the time you are receiving Paid Parental Leave you will forfeit all remaining leave beyond the day you started working again.

19. When will my Paid Parental Leave pay code be available in Workday?

After all documentation has been provided to CODemployer@dallas.gov, you will be sent an email to notify you that your Paid Parental Leave has been approved. Once you receive this email, your Paid Parental Leave is ready to be used in Workday. Please allow up to 48 hours after your documentation is received.

20. What if I have other questions about Paid Parental Leave?

Questions regarding Paid Parental Leave can be emailed to:

CODemployeepaidleave@dallascityhall.com