

# City of Dallas Paid Parental Leave



A benefit available to City of Dallas employees in conjunction with Family Medical Leave Act (FMLA) is leave for employees expecting a newborn, newly adopted, or newly placed foster 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:

- a. Have given birth to a child on or after October 1, 2021; or
- b. Need to care for a child born on or after October 1, 2021; or
- c. 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. If I took Paid Parental Leave when I started fostering a child, can I take Paid Parental Leave again once I fully adopt the child?**

No, you may only take Paid Parental Leave once per child regardless of a change in status.

**8. If I re-certify as a foster parent for my child annually may I take Paid Parental Leave after each re-certification?**

No, you may only take Paid Parental Leave once per child and re-certifying as a foster for the same child does not qualify for Paid Parental Leave.

**9. Does a Child Protective Services Parental Child Safety Placement qualify for Paid Parental Leave?**

No, these types of placements are meant to be short term therefore do not qualify for Paid Parental Leave. Only legal placement of a foster child, full legal adoption, or full legal guardianship would be eligible.

**10. 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. Paid Parental Leave can only be used for the dates that are in the approval email you will receive after applying.

**11. Is there a requirement or deadline for when Paid Parental Leave time must 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.

**12. 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 childbirth, adoption, or foster care.

**13. 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 and cannot be taken prior to the child's birth date.

**14. 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.

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

To change your Paid Parental Leave dates first contact FMLASource and have them update your FMLA dates to include the new dates you want to take Paid Parental Leave. After you have updated your dates with FMLASource please email your new dates with your employee ID number to [CODEmployeePaidLeave@dallas.gov](mailto:CODEmployeePaidLeave@dallas.gov).

**16. How do I apply for Paid Parental Leave?**

After you are approved for FMLA. Requests for Paid Parental Leave can be emailed to: [CODEmployeePaidLeave@dallas.gov](mailto:CODEmployeePaidLeave@dallas.gov). For full instructions click [here](#). For the request form click [here](#).

**17. 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.

**18. 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.

**19. 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. This includes working at jobs outside of the City of Dallas. Paid Parental Leave must be used as one block of leave.

**20. What is the difference between intermittent FMLA and continuous FMLA?**

Intermittent FMLA is used to take leave for a single qualifying reason in separate blocks of time (for example 1 day per week). Continuous FMLA is used as one block of time, meaning you did not come back to work during your FMLA time (for example taking leave for every day worked for a month).

**21. If I am approved for intermittent FMLA can I take Paid Parental Leave?**

No, because Paid Parental Leave must be taken as a block of time you must be on approved continuous FMLA leave. If you have already been approved for intermittent and need to change to continuous please contact FMLASource to have them approve the continuous FMLA.

**22. 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.

**23. 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.

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

After all documentation has been provided to HR and criteria is met, 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.

**25. Do I earn AIL when on Paid Parental Leave?**

No, you will not be eligible for AIL if you take Paid Parental Leave.

**26. Will HR notify my supervisor of my need to take Paid Parental Leave?**

No, you will need to work with your department and supervisor to ensure they are aware you are taking 6 weeks of leave so that they can have time to plan to cover for you.

**27. Who will enter my Paid Parental Leave time in Workday?**

Your supervisor or department would be responsible for entering your Paid Parental Leave time in Workday.

**28. I am unable to enter other time codes while I am on Paid Parental Leave. Why?**

When placed on Paid Parental Leave in Workday you will no longer be able to use any other pay code, as Paid Parental Leave must be used as a block of leave. To be able to enter other pay codes again you will need to email [CODEmployeePaidLeave@dallas.gov](mailto:CODEmployeePaidLeave@dallas.gov) to let them know you have returned from Paid Parental Leave. Please be sure to include your employee ID number and your last day using Paid Parental Leave.

**29. I am approved for 12 weeks of FMLA for child bonding. After the 6 weeks of Paid Parental Leave how do I enter my time?**

If you take time off for child bonding beyond the 6 weeks of Paid Parental Leave you will use the FMLA-Sick pay code until you exhaust all sick time. Then, you would use the FMLA-Vacation pay code until all vacation time is exhausted. After sick and vacation is exhausted you may use any other paid leave to cover your absence (comp time, incentive leave, etc.).

**30. Where can I find more information about Paid Parental Leave?**

Please visit this website and scroll down to Paid Parental Leave:

<https://dallascityhall.com/departments/humanresources/Pages/PaidLeave/PaidLeave-PPL.aspx>

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

Questions regarding Paid Parental Leave can be emailed to: [CODEmployeePaidLeave@dallas.gov](mailto:CODEmployeePaidLeave@dallas.gov).