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## PARENTAL LEAVE POLICY

An eligible employee may take up to 20 weeks of Parental Leave for the birth, adoption, or foster placement of a child. Parental Leave must conclude within 12 months of the birth, adoption, or foster placement of the child. An employee on an approved parental leave shall receive 30 days paid leave at any time during the Parental Leave. Paid Parental Leave may be used on an intermittent basis. The requested leave must be charged in increments of 7.5 hours, and conclude within 12 months of the birth, adoption, or foster placement. Additional Intermittent Parental Leave is subject to the approval of the AGO.

### Eligibility

To be eligible for Parental Leave, an employee must have worked for the AGO for at least three continuous months prior to the commencement of the leave and must be regularly scheduled to work at least 18.75 hours per week.

### Notice Requirements

Employees who wish to take Parental Leave should schedule a time to meet with the Deputy Director of Human Resources and fill out the [Leave Request Form](#) and submit it to the Deputy Director of Human Resources when the employee knows the approximate date leave will begin.

Employees are required to provide at least 30 days advance notice before the Parental Leave is to begin. If 30 days' notice is not practicable, notice must be given as soon as practicable. Employees should discuss their anticipated leave with their supervisor well in advance of their anticipated leave and submit their request at the earliest possible date.

Employees should notify the Deputy Director of Human Resources when their child arrives, and forward proof of birth or adoption so that their child may be added to their health insurance. Employees must also complete the [GIC Enrollment/Change Form \(Form-1\)](#) and the [GIC Dental/Vision Enrollment/Change Form \(Form-1DV\)](#) for the GIC.

### Additional Paid Leave

In addition to the 30 days of paid leave, employees on an approved Parental Leave may use accrued leave time to cover some or all of the parental leave period.

### Employee Benefits During Leave

The AGO will maintain an employee's group health and dental insurance while the employee is on leave under the same conditions as he/she would enjoy if not on leave. While on paid leave, the employee's share of premiums will be paid by the method normally used. During any period

of unpaid leave, the employee is responsible for paying the employee's share of their insurance premiums and will be billed directly by the GIC.

If the AGO provides a new health plan or benefits, or changes health benefits or plans while an employee is on Parental Leave, the employee is entitled to the new or changed plan/benefits to the same extent as if the employee were not on leave. Any plan changes (e.g., in coverage, premiums, deductibles, etc.) which apply to all employees of the workforce would also apply to an employee on Parental Leave. Notice of opportunities to change plans or benefits will also be given to an employee on Parental Leave.

Sick and vacation leave will not accrue during any unpaid leave. Employees will not receive holiday pay during any unpaid leave of absence for any holiday which is observed during such leave.

### Reinstatement Rights

Employees on an approved Parental Leave are entitled to be returned to the same or similar position the employee held when leave commenced. Exceptions to this provision may apply if business circumstances have changed. For information on reinstatement rights for employees who are eligible for FMLA leave, please refer to the AGO Family and Medical Leave Act (FMLA) policy.