


COUNTY OF



ALLEGHENY

<b>Name Of Policy:</b> AP 205 - Paid Parental Leave Policy	<b>Original Date Issued:</b> 8/14/25
<b>Date(s) Revised:</b>  TBD: This policy supersedes and replaces all previously issued policies related to Paid Parental Leave	<b>Issued By Direction Of:</b>   John Fournier County Manager, Allegheny County

**Scope:**

**This policy applies to the following individuals:**

	Applies (X)		Applies (X)
Non-Union Full-Time Employees	x	Contract Employees	
Non-Union Part-Time Employees	x	Temporary Employees	
Union Full-Time Employees*	x	Contractors	
Union Part-Time Employees*	x	Any Person Who Works as an Agent for the County in Any Other Capacity	

\*Unionized employees will become eligible for this policy on a unit-by-unit basis and only after an agreement has been negotiated with the bargaining unit recognizing adoption of the policy.

## **1. Introduction**

### **1.1 Background**

Allegheny County recognizes the importance of providing pro-family policies for employees, so they may balance their professional obligations with the needs for their family life.

### **1.2 Purpose**

The purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to care for and bond with their new child, adjust to their new family situation, and balance their professional obligations.

### **1.3 Scope**

This policy applies to both union and non-union regular employees, both full-time and part-time. Union employees will become eligible for this policy on a unit-by-unit basis only after an agreement has been negotiated with the bargaining unit recognizing adoption of the policy.

### **1.4 Compliance/Violations**

Those who violate this policy and these procedures may be subject to disciplinary action in accordance with the Allegheny County Progressive Discipline Policy up to and including termination.

### **1.5 Interpretation**

The authority for interpretation of this policy rests with the Allegheny County Manager and the Director of Human Resources.

### **1.6 Policy Review and Updates**

Allegheny County reserves the right to change this policy at any time.

## **2. Policy**

### **2.1 Paid Parental Leave Hereby Established**

The County may provide eligible employees up to twelve (12) weeks of Paid Parental Leave to use within twelve (12) months following the date of birth or the permanent legal placement of a minor child with their family. This policy is not designed to apply to temporary foster parenting arrangements.

## **3. Procedures**

### **3.1 Eligibility**

To be eligible, an employee must be a regular full-time and regular part-time employee, and:

- Must be either non-union, or part of a union that has agreed to adopt this policy through a memorandum of understanding with the County; and
- Must be employed with the County for at least 6 months; and
- Must be the parent of a newly born child, have adopted a child, or had a minor child permanently legally placed in his or her care (hereafter referred to as a “qualifying event”); and

- Employees must not have taken any Paid Parental Leave under this policy in the 12-month period immediately preceding the date a new Paid Parental Leave period begins.

If all of these criteria are met, employees are eligible for six (6) weeks of paid parental leave if employed by the County for at least six (6) months. For every additional month of service over 6 months, employees are eligible for an additional one (1) week of paid parental leave up to the maximum of twelve (12) weeks of Paid Parental Leave. Employees with one (1) year or more of service time with the County are automatically eligible for the maximum of twelve (12) weeks of Paid Parental Leave.

### 3.2 Requests for Paid Parental Leave

Eligible employees must send a written request for Paid Parental Leave to County Human Resources at least 30 calendar days before Paid Parental Leave would take effect.

Supporting documentation must be received within the first 30 days following the qualifying event. Multiple births or adoptions do not increase the amount of allotted time.

Upon determination of eligibility and receipt of the required supporting documentation for Paid Parental Leave, the eligible leave hours will be made available to the employee. It is the employee's responsibility to provide sufficient documentation to establish eligibility. If the employee fails to provide the documentation, the request may be denied.

### 3.3 Coordination with FMLA Policy

Paid Parental Leave will run concurrently with FMLA when applicable. If FMLA benefits have been exhausted in the twelve (12) month period immediately preceding the date of the qualifying event, the employee may still be eligible for Paid Parental Leave, as determined by County Human Resources. The Paid Parental Leave time cannot be used to extend an FMLA period.

### 3.4 Use of Paid Parental Leave Time

Paid Parental Leave Time:

- May only be used to bond with and/or care for your new child, employees may not perform paid work with another employer during Paid Parental Leave time.
- Paid Parental Leave must be used in increments of no less than one work week at a time.
- An employee is required to use Paid Parental Leave time prior to going into an unpaid status.
- Leave may be used consecutively or on an intermittent basis, but must be used within a twelve (12) month period of the qualifying event. If utilizing the Paid Parental Leave time on an intermittent basis, the schedule of use must be approved by the Employee's supervisor within 30 calendar days after the qualifying event. Approval of an intermittent schedule is at the discretion of the Department Director or their designee, but must be based on a clearly articulated business need. If an intermittent schedule is not approved within 30 days of the qualifying event, then the employee will be approved for a single continuous Paid Parental Leave period that commences on the date of the qualifying event and concludes 12 weeks later.
- Any unused Paid Parental Leave will be forfeited twelve (12) months following the qualifying event. Paid Parental Leave may not be banked or paid out in any circumstances.

- Under no circumstances will Paid Parental Leave time be extended beyond the eligible period.
- Paid Parental Leave should not be used for reasons of a personal illness or medical incapacitation unrelated to pregnancy or birth. Time needed for medical recovery from birth or pregnancy may be eligible for Sick Time instead of Paid Parental Leave, in which case the Paid Parental Leave will start after the Sick Time has ended.

## **6. Questions/Contact Information**

Questions concerning this policy should be directed to:

Allegheny County Department of Human Resources: Employee Relations  
Suite 920, City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Phone: 412-350-6940