



GLENN COUNTY PERSONNEL DEPARTMENT

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Glenn County Parental Leave

“Baby Bonding Leave”

Overview: Parental Leave, sometimes called “baby bonding leave”, allows eligible employees to take paid leave upon the birth or adoption of a child.

Applicable to: All regular Glenn County employees who have at least one (1) year of continuous service and have a new child entering their life either by birth, adoption, guardianship, or foster care placement.

Eligible employees may take up to 12 weeks of Parental Leave to bond with their new child. The leave must be taken within one year of the child’s birth, adoption or foster care placement. If both parents work for the County of Glenn and both are eligible for Parental Leave, the combined total leave amount for both employees may not exceed 12 weeks.

Parental Leave: Parental Leave is an unpaid leave of absence, it allows employees to use accrued vacation pay, paid sick time or other accrued paid time off to receive compensation during the leave. Although employees have the right to use accrued vacation, sick or other accrued paid time off during Parental Leave, they are not required to use such time.

Employees who take Parental Leave can also apply for Paid Family Leave (PFL) benefits through California’s Employment Development Department (EDD). Eligible employees can receive up to six weeks of PFL benefits from the EDD while on Parental Leave.

One of the protections that comes with Parental Leave is the right to continued health benefits. If the employee has County sponsored health benefits under any group health plan, the County will continue providing those benefits to an employee on Parental Leave, for the entirety of the leave (up to 12 weeks).

The County will maintain and pay for the employee’s health coverage at the same level and under the same conditions as coverage would have been provided if the employee was continuously employed during the entire leave period.

Eligible employees may take parental leave in at least two-week increments, with shorter increments allowed on two occasions. Employees who require intermittent or

reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Department's operations.

Upon returning from parental leave, an employee will typically be restored to his or her original position or to a comparable position with equivalent pay, benefits and other employment terms and conditions.

If an employee does not return to work after Parental Leave, however, the County can recover the premium paid for maintaining the employee's coverage — as long as the employee's failure to return was for a reason other than the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the employee's control.

Procedure: When seeking leave under this policy, employees must provide to his/her Supervisor or Department Head the following:

The employee is responsible for submitting a Leave Request Form.

The employee must give reasonable advance notice of the need to take parental leave, if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with employee's normal call-in procedures, absent unusual circumstances.

The employee should provide the Supervisor/Department Head or designee periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Supervisor/Department Head: Upon receiving a Leave Request Form from the employee, the Supervisor/Department Head or designee shall notify the employee whether he/she is eligible for parental leave.

Personnel Department: The Personnel Department will review, process, log, and track all leaves of absence.

The provisions of this Personnel Rule shall not supersede any state law, federal law or current collective bargaining agreement between an employee organization and Glenn County.