

From: Coskey, Susan
Sent: Tuesday, February 14, 2017 9:15 AM
To: Coskey, Susan <Susan.Coskey@seattle.gov>
Subject: Paid Parental and Family Care Leave Benefits

Dear Employees,

I am excited to share with you two new benefits for City employees that are currently being legislated retroactive to January 1, 2017: additional paid parental leave and new paid family care leave.

As you may know, both paid parental and family care leave were identified as key workforce investment strategies in the City's recent Workforce Equity Strategic Plan - a collaboration among the Mayor, City Council, and the City's labor unions - designed to ensure that employees are able to balance their family and work responsibilities.

We will be making available Frequently Asked Questions (FAQs) for both benefits shortly, but in the interim please find attached a basic guide to the paid parental and family care leave benefits.

The guide is meant to inform you so that you may plan your leave use in advance of the policy's final approval from City Council and the Mayor's Office, and before implementation of the benefits, which will likely happen in mid-March.

Thank you for all that you do in support of the City.

Sincerely,



Susan Coskey

Director

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Paid Parental and Paid Family Care Leave

Eligible City employees will have access to additional paid parental leave and a new leave benefit, paid family care leave, in early 2017.

Paid Parental and Paid Family Care Leave Basics

- To be eligible for paid parental and family care leave, employees must be regularly appointed or in a benefits-eligible temporary assignment, as well as employed by the City for at least six months.
- Leave benefits are pro-rated for part-time employees.
- The benefits are retroactive to January 1, 2017.
- The Library may administer the benefits differently.

Paid Parental Leave

- **The leave benefit will increase from the current four weeks to up to twelve weeks for eligible employees.** The leave is intended to cover time necessary to establish bonding and provide non-medical care for a newborn, or child placed for adoption, foster care, or legal guardianship. The leave must be used within 12 months of the birth or placement.
- **All eligible employees will receive eight weeks of new leave from the City.** The amount of additional new leave provided by the City depends on how much sick and vacation leave the employee has on the date of the birth or placement. For example, if an employee's sick and vacation leave balances plus the eight weeks of new leave are less than 12 weeks total, those balances will be supplemented with additional paid parental leave to reach 12 weeks. When calculating how much leave to provide in addition to the eight weeks of paid parental leave, one week of vacation and two weeks of sick leave are set aside and not included in the leave calculation.

Paid Family Care Leave

- **Eligible employees may receive up to four weeks for the care of a qualifying family member with a serious health condition in a 12-month period.** Qualifying family members include an employee's parents, spouse or domestic partner, and children; or the children or parents of an employee's spouse or domestic partner.
- **Eligible employees must have the serious health condition of a family member certified by a health care provider, and must draw down their sick leave to a maximum of two weeks and vacation leave to a maximum of one week in order to receive new leave.**
- **The leave runs concurrently with the unpaid family medical leave entitlement; employees who have exhausted their unpaid family medical leave are not eligible for paid family care leave.**

Additional information about these leave benefits will be distributed to Human Resources staff and posted to SDHR's InWeb page in the coming weeks.