



City of Bozeman Employee Handbook Policies

Replaces Paid Parental Leave policy dated January 12, 2022.

PAID PARENTAL LEAVE

I. Purpose

The City of Bozeman recognizes the importance of supporting employees in welcoming a new child through birth or adoption, and in providing time away from work to recover from and grieve a pregnancy loss. This Paid Parental Leave (PPL) policy offers eligible employees paid time off to bond with and care for a new child or to address the physical and emotional impacts of pregnancy loss, while helping to support the financial well-being of employees and their families.

II. Policy

Eligible employees are entitled to a maximum of eight (8) work weeks (320 hours, 384 for Fire shift personnel) of PPL per year, calculated on a rolling 12-month period.

- a. PPL may be taken upon the live birth or adoption of a child under the age of 18. If the adoption involves a person who is medically documented to be incapable of self-care due to a disability, the age limit of 18 will not apply.
- b. Employees may use up to 40 hours (48 for Fire shift personnel) of the total PPL allowed when the employee or employee's partner experiences loss of a confirmed pregnancy prior to 20 completed weeks of gestation (for a loss of pregnancy post-20 weeks gestation, employees may request leave under the City's Bereavement Leave Policy). Loss of pregnancy for the purposes of this policy is defined to include miscarriage, termination, loss through surrogacy or failed adoption (after confirmed placement), and any other medically verified pregnancy that does not result in a live birth. Leave under this subsection must be used beginning on the next scheduled workday immediately following the loss and may not be used intermittently.
- c. Employees requesting to use PPL for loss of pregnancy are required to provide the Human Resources Department with medical certification from a licensed healthcare provider verifying the loss of a confirmed pregnancy including the date of the loss (in the case of loss through surrogacy or adoption, reasonable documentation confirming the process and its outcome must be provided). The certification is not required to include a detailed medical

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- diagnosis or specific circumstances of the loss. All medical information will be kept confidential and maintained in accordance with applicable privacy laws.
- d. PPL will be paid at 100% of the employee's regular rate of pay.
 - e. Employees may take PPL consecutively, or they may work with their supervisor and Human Resources to request a reduced schedule.
 - f. PPL must be taken within six (6) months following the birth or adoption of the child(ren). Any PPL not used within six (6) months will expire and may not be banked for future use. Unused PPL does not carry any cash value and will not be paid out.
 - g. PPL may not be donated to the City's Sick Leave Bank or donated via direct donation.
 - h. In the event both parents are employed by the City and are eligible for PPL, they may be permitted to take PPL at the same time, upon approval from their supervisors.
 - i. No additional PPL will be granted for births, adoptions, or losses of pregnancy of multiples (e.g. twins).
 - j. If the employee chooses not to return to work following PPL or resigns within 90 days after return, employee will be required to reimburse the City the amount the City paid for the employee's health insurance premiums during the paid leave period.

III. Eligibility

This policy applies to all regular and probationary status full- and part-time employees who have been employed for at least 180 consecutive calendar days. Part-time employees shall be eligible for pro-rated benefits under this policy. This policy applies equally to employees regardless of gender.

IV. Process

Requests for PPL must be submitted, using the form attached in Appendix A, to the Human Resources Department with as much notice as possible, at least 60 days prior to birth/adoption if practicable. The Human Resources Department will coordinate the use of PPL with other approved leave requests.

- a. PPL will run concurrently with Family and Medical Leave for employees who are eligible.
- b. Employees will continue to accrue sick and vacation leave in accordance with state law and City policies; all other employee benefits will be maintained in the same manner they would be under FMLA.
- c. When a City-observed holiday falls during an employee's PPL, the employee will be paid for the holiday and will not be required to use PPL for that day

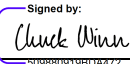
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- d. If PPL is taken in excess of four (4) weeks during the employee’s probationary period, the employee’s probationary period will be extended by the length of the PPL taken.
- e. PPL hours shall not be considered time worked for the purposes of calculating overtime; employees using PPL may not concurrently work any hours that would result in overtime. Any hours actually worked will reduce the amount of PPL used and must be approved by the employee’s supervisor and the Human Resources Department in advance.
- f. For PPL hours requested for a loss of pregnancy, employees should contact the Human Resources Department.
- g. Abuse of this policy may result in disciplinary action up to and including termination.

V. Responsibility for Review

The Human Resources Director, or designee, shall be responsible for reviewing this policy as needed, or at least every two (2) years.

Revision Summary

Revision Level	Date Revised	Approved by City Manager
2	10/2025	Signed by: 
1	1/2022	2017 Employee Handbook Update



Appendix A: Paid Parental Leave Request Form

Employee Name:	Department:
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Estimated Date of Birth or Placement for Adoption:	
<i>Complete option 1 or option 2.</i>	
1.	I am requesting to use _____ weeks of Paid Parental Leave consecutively.
Start Date:	End Date:
2.	I am requesting a reduced schedule (Supervisor approval required, <i>provide details of request</i>):
Start Date:	End Date:

Supervisor approval required for reduced schedule requests:	
Supervisor Signature:	Date:
Supervisor Name:	

Employee Signature:	Date:
Employee Name:	

For HR to Complete:	
Actual PPL Start Date:	PPL End Date:
FMLA Eligible?	FMLA Form Received:

A copy of this form shall be kept in the employee's medical file.