

**DATE:** September 3, 2020

**MEMO TO:** Terry Wilke, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** (1) Recommend approval of an Ordinance adding Personnel Policy 4.9 – Paid Parental Leave and (2) approval of the Procedure Section for Personnel Policy 4.9.

**STRATEGIC DIRECTIONS SUPPORTED:** Leadership, Organizational Sustainability

**FINANCIAL DATA:** There is no immediate financial impact.

**BACKGROUND:** The addition of Policy 4.9 – Paid Parental Leave will position the Lake County Forest Preserve District as an employer of choice. Under the District’s current policies, employees must exhaust their paid benefit time and then use unpaid time for the remainder of their Family Medical Leave for the birth, adoption, or foster care of a child. This can be burdensome to a family. By providing four weeks of paid Parental Leave for the birth, adoption, legal guardianship, or placement of a child for foster care, the District will be supporting a family-friendly work environment.

Therefore, it is the recommendation of staff that Policy 4.9 – Paid Paternal Leave be added to the District’s Personnel Policies & Procedures as provided in the attached Ordinance.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Corporate Counsel.

**MOTION:** Motion to (1) recommend approval of an Ordinance adding Personnel Policy 4.9 – Paid Parental Leave and (2) approve the Procedure Section for Personnel Policy 4.9, in the form attached to staff’s September 3, 2020 memorandum.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE ADDING PERSONNEL POLICY 4.9 – PAID PARENTAL LEAVE**

**WHEREAS**, on March 19, 1976, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies and Procedures, which have been amended from time to time (the “Policies”); and

**WHEREAS**, it is in the best interests of the District to add a new Policy 4.9 – Paid Parental Leave, which will expand the District’s family-friendly benefits and continue its reputation as an employer of choice; and

**WHEREAS**, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New Policy”);

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2: Approval of New Policy.** The New Policy is hereby approved and the Policies are hereby amended to include the New Policy.

**Section 3: Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020

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Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Board Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_



## 4.9 Paid Parental Leave

*Effective Date: September 8, 2020*

### **Policy**

The District will provide up to four (4) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, legal guardianship, or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly placed child. Paid Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Paid Parental Leave will be in effect for births, adoptions, legal guardianships, or placements of foster children occurring on or after the effective date of this policy. The adoption of a new spouse's child is exempted from this policy.

### **Procedure**

All non-introductory, full-time employees are eligible for this leave.

Eligible employees will receive a maximum of four (4) weeks of paid parental leave per birth, or placement of a child/children. The fact that a multiple birth or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than four (4) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, legal guardianship, or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time hourly rate (non-exempt) or weekly rate (exempt).

Approved paid parental leave may begin at any time during the six-month period immediately following the birth or placement of a child with the employee.

Once an employee commences their paid parental leave for any birth or placement event, they must take the leave in one continuous 4-week period. Any unused paid parental leave will be forfeited.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave for a birth or placement taken under this policy will be counted toward the 12 weeks of available FMLA leave. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to Policy 4.8 - Leave of Absence without Pay for further guidance on the FMLA.



### Lake County Forest Preserves

The District will maintain all benefits for employees during the paid parental leave period. Employee payroll deductions for all group health and other voluntary benefit programs will continue during this leave.

If a District holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

#### Requests for Paid Parental Leave

The employee will provide Human Resources (HR) with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable within such 30-day period, as soon as practical after such leave is foreseeable). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.