

### Program Overview

**Eligible employees** can:

- Receive **320\*\* hours (8 weeks) of paid time off**  
**AND**
- Use up to **120\*\* hours of their available sick leave**

For the purpose of bonding with the employee’s or the employee’s spouse/domestic partner’s new child (birth, adoption, or foster care placement).

City-Paid Parental Leave and the use of available sick leave balances for City-Paid Parental Leave reasons must be **used and completed no later than 12 months from the birth or placement of a child** and employees are eligible to use each component **once per event/child per payroll calendar year**.

### Eligibility Requirements

- Full-time employee defined as an employee in a 35+ scheduled hours position
- At least 2080 service hours since the most recent hire date. Service hours include regular, holiday, and paid leave.
- For use within 12 months of birth/placement for the purpose of bonding
- Member of a bargaining/employee unit that has the City-Paid Parental Leave Program in their agreements.

ABMEI	AEA
ALP	AMSP
SJPDA	CAMP
POPRA	MEF
UNIT 99/81/82	IBEW
IAFF**	OE3
	POA

\*\*Full-time employees who work a 56-hour schedule will receive a maximum total of four hundred and forty-eight (448) hours of paid time off and shall be eligible to use up to a maximum total of one-hundred and sixty-eight (168) hours of their available sick leave for City-Paid Parental Leave reasons.

## Resources and Links

- Human Resources [Leaves of Absence Website](#)
- [City-Paid Parental Leave Overview + Frequently Asked Questions](#)
- [City-Paid Parental Leave Policy 4.2.7](#)
- [Use of Accrual Reference Chart](#)
- [Bargaining Unit Contracts](#) (Applicable to AEA, ABMEI, ALP, AMSP, CAMP, IAFF, IBEW, MEF, OE#3, POA, POPRA, SJPDA, and Unit 99/81/82)

## Roles and Responsibilities

Employee	Department	Human Resources
<ul style="list-style-type: none"> <li>• Submit Leave of Absence Request via eWay for review and approval 30 days prior to leave.</li> <li>• Indicate the use of City-Paid Parental Leave and up to 120 hours of Sick Leave during the bonding period on the <a href="#">Leave Schedule</a>.</li> <li>• If documentation is not submitted within the eWay Leave of Absence Request, e-mail or upload documentation of birth, adoption, or placement in eWay or send to <a href="mailto:HRBenefits@sanjoseca.gov">HRBenefits@sanjoseca.gov</a></li> <li>• Upon notice of eligibility and protected/unprotected status, update timecard to reflect the requested hours during the bonding period of leave.                             <ul style="list-style-type: none"> <li>○ City-Paid Parental Leave                                     <ul style="list-style-type: none"> <li>▪ Protected Parental Leave (FPL)</li> <li>▪ Unprotected Parental Leave (UPL)</li> </ul> </li> <li>○ Use of Sick Leave                                     <ul style="list-style-type: none"> <li>▪ Protected Parental Sick (FPS)</li> <li>▪ Unprotected Parental Sick (UPS)</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Assist employee with understanding eligibility and the Leave of Absence Request.                             <ul style="list-style-type: none"> <li>○ 35+ <i>schedule hours</i>?</li> <li>○ 2080 <i>service hours since hire date</i>?</li> <li>○ <i>Date of birth/placement within 12 months</i>?</li> </ul> </li> <li>• Ensure submission of Leave of Absence Request to HRBenefits with proof of Birth/Adoption/Placement uploaded (if available).</li> <li>• Assist employee with completing <a href="#">Leave Schedule</a> and understanding timecard entry as needed.</li> <li>• Verify the employee has only requested and is entering the 320 hours of City-Paid Parental leave and up to 120 hours of sick time during the bonding period, ensuring the use of accruals follows City policy. See <a href="#">Use of Accrual Reference Sheet</a> for guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Review Leave of Absence Request</li> <li>• Determine eligibility for:                             <ul style="list-style-type: none"> <li>○ FMLA/CFRA</li> <li>○ Paid-Parental Leave and use of 120 hours sick leave for bonding</li> </ul> </li> <li>• Inform employee and/or department of protected or unprotected status dates and eligibility for Paid Parental Leave program.</li> <li>• Update eWay to allow use of Paid Parental Leave.</li> <li>• Follow up for documentation if not received with leave application.</li> </ul>

*Note: Employees cannot enter the Paid Parental Leave or Parental Sick hours in eWay timecard until HR has verified their eligibility in eWay.*

### **Historical Program Changes:**

- Effective July 1, 2021, **OE#3, AEA, ALP, AMSP, CAMP, MEF, Unit 99/81/82 employees** became eligible to receive **40 hours** City-Paid Parental Leave Program.
- Effective August 7, 2022, **IBEW employees** became eligible to receive **40 hours** City-Paid Parental Leave Program. Effective January 1, 2023, **POA employees** became eligible to receive **40 hours** City-Paid Parental Leave Program.
- Effective July 1, 2023, **ABMEI, ALP, POPRA, SJPDA, and Unit 99/81/82 employees** became eligible to receive **160 hours** City-Paid Parental Leave Program.
- Effective September 17, 2023, **AEA, AMSP, CAMP, MEF employees and ABMEI, ALP, POPRA, SJPDA, and Unit 99/81/82 employees** became eligible to receive **320 hours** City-Paid Parental Leave Program. Allowed for use for births on or after January 1, 2023.
- Effective July 1, 2024, **OE#3, IBEW, and IAFF\*\*** became eligible to receive **320 hours** City-Paid Parental Leave Program. Allowed for use for births on or after January 1, 2024.
- Effective October 22, 2024, **POA** became eligible to receive and increase from 40 to 320 hours City-Paid Parental Leave Program. Allowed for use for births on or after January 1, 2024.

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For questions or clarification, please reach out to the Human Resources Benefits Division at [HRBenefits@sanjoseca.gov](mailto:HRBenefits@sanjoseca.gov).

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