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**KEENE HOUSING
Paid Parental Leave POLICY**

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of a full time employee’s own child or the placement of a child with the employee in connection with adoption. Maternity/paternity/adoption leave is not charged against the employee’s other paid leave credits, and the amount of paid days received is a total of four weeks. Holidays that fall during the four weeks are paid and do not extend the four week period. The paid leave is compensated at the following levels:

1. Full time employees must be employed for a minimum of 6 months prior to being eligible for this benefit.
2. Temporary and per diem employees are not eligible for paid maternity/paternity/adoption leave under this policy.
3. If both parents are employees, each is eligible for the paid benefits of this policy.

**Continuation of Benefits During Leave**

Health insurance benefits will continue to be provided during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken regardless of length of service, provided that the employee makes arrangements to pay the employee share of insurance premiums during leave. Paid leave benefits will continue to accrue.

**Requirements for Obtaining Paid Leave**

The employee must provide to the department director and Director of Administration a 30 day notice of the requested leave (or as much notice as practicable if the leave is not foreseeable). The employee must complete the necessary paperwork and submit it to the Director of Administration. If an employee is eligible for short term disability (STD) payments under Keene Housing’s group STD policy, weekly earnings will not exceed 100% of the employee’s regular weekly pay. See example below:

 *Employee is eligible for Keene Housing STD benefits: $800 weekly wage x 60%*

 *STD benefit = $480 weekly STD payment. Keene Housing issues employee $320*

 *to bring employee to 100% of pay (Taxes not included).*

After the four weeks of paid maternity/paternity/adoption leave have been exhausted, the employee is required to apply any other available paid leave. If the mother who birthed a child exhausts all of her paid leave, she may use an additional 2 weeks of unpaid leave. She must provide a doctor’s statement outlining any work limitations her condition may require, if any. If she needs more time off in excess of the total 6 weeks of leave (4 weeks paid and 2 weeks unpaid) she must provide a statement from her doctor stating that she cannot work due to her medical condition. The total leave is not to exceed 12 weeks during a 12 month period. The 12 month period is calculated as a ‘‘rolling’’ 12 month period measured backward from the date an employee uses any leave.