Ivins City Staff Report
City Council Meeting 5/7/2026

Agenda Item: Discuss and consider approval of Ivins City Parental Leave Policy

Submitted by: Charles Gillette, City Manager

Recommended City Council Action:
Approval

BACKGROUND:
Ivins City currently does not have a formal standalone parental leave policy that clearly defines benefits, eligibility, and administration procedures for employees following the birth or adoption of a child. Establishing a formal policy aligns with best practices in public sector employment and supports recruitment and retention of a high-quality workforce.

The proposed policy provides a structured and equitable approach to parental leave while ensuring compliance with the Family and Medical Leave Act (FMLA).

FINDINGS AND ANALYSIS:

Providing paid parental leave is increasingly standard among municipalities and is an important component of a competitive benefits package. The proposed three-week benefit strikes a balance between supporting employees during significant life events and maintaining operational and fiscal responsibility.
Key considerations:

- **Employee Retention & Recruitment:** A defined parental leave policy enhances the City's ability to attract and retain qualified employees.
- **Workforce Stability:** Providing paid leave reduces turnover and supports employee well-being and productivity.
- **Consistency & Clarity:** Formalizing the policy ensures consistent application across departments and reduces administrative ambiguity.
- **Legal Alignment:** The policy is structured to align with FMLA requirements and existing City leave practices.

SUPPORT MATERIALS:

- Ivins City Parental Leave Policy

FINANCIAL IMPACT:
The fiscal impact is expected to be minimal and manageable within existing departmental budgets. Costs will vary depending on usage but are limited due to:

- The relatively short duration (three weeks)
- The small size of the City workforce
- The infrequent occurrence of qualifying events

Departments may need to manage temporary workload adjustments during employee absences.

Respectfully Submitted: _____
Maren Fisher, Human Resources Manager

Reviewed: _____
Charles Gillette, City Manager

PARENTAL LEAVE POLICY

Ivins City supports employees during significant life events and provides up to three (3) weeks of paid parental leave to eligible employees following the birth or adoption of a child. Paid Parental Leave is intended to allow time to care for and bond with a newborn or newly adopted child and will run concurrently with FMLA, where applicable.

Definitions

- Child: An infant, an individual under age 18, or a stillborn child at 20+ weeks gestation
- Qualifying Event: Birth or adoption of a child
- Paid Parental Leave: Employer-paid leave for eligible employees to bond with a newborn or newly adopted child
- FMLA Eligible: An employee who has
    - Been employed by Ivins City for at least 12 months, and
    - Worked at least 1,250 hours during the 12 months immediately preceding the leave start date

Eligibility Criteria. An employee is eligible for Paid Parental Leave if they:

a. Are FMLA-eligible at the time of the qualifying event or become FMLA-eligible within nine (9) weeks of the event; and

b. Are one of the following:

- The child's biological parent
- The adoptive parent (excluding adoption of a spouse's child)
- The intended parent under a validated gestational agreement in accordance with *Utah Code Title 78B, Chapter 15, Part 8*

Leave Entitlement and Use.

- Eligible employees may receive up to three (3) weeks of paid parental leave per qualifying event.
- Multiple births or adoptions occurring at the same time are treated as one event.
- Paid Parental Leave is compensated at 100% of the employee's regular straight-time weekly pay and paid on the regular payroll cycle.
- Leave must be used within three (3) months following the birth or adoption and may not be extended beyond that timeframe.
- Unused Paid Parental Leave is forfeited after the three-month period.
- Unused Paid Parental Leave is not paid out upon separation from Ivins City.

Notice and Documentation.

- Employees should provide 30 days' advance notice when foreseeable, or as soon as practicable if not foreseeable.
- Employees must complete required HR forms and provide documentation requested by Human Resources.

Coordination with FMLA and Other Leave.

- Paid Parental Leave runs concurrently with FMLA and counts toward the employee's 12-week FMLA entitlement.
- Total leave (paid and unpaid) may not exceed 12 weeks in the applicable FMLA period.
- After Paid Parental Leave is exhausted, remaining FMLA leave (if applicable) will use accrued sick and vacation time, followed by unpaid leave if accruals are exhausted.
- City-paid benefits continue during Paid Parental Leave; during unpaid FMLA leave, employees are still responsible for their portion of insurance premiums, unless their coverage is cancelled.
- Paid holidays occurring during Paid Parental Leave count toward the three-week entitlement.
- In the event of a stillbirth or death of a newborn, the employee is also eligible for bereavement leave per the City's Bereavement Policy.
- Ivins City reserves the exclusive right to interpret and administer this policy.