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| <p style="text-align: center;">MISSOURI DEPARTMENT OF TRANSPORTATION</p>  <p style="text-align: center;">PERSONNEL POLICY MANUAL</p> | Chapter Title Leaves of Absence | | |
| | Policy Title Parental Leave | | |
| | Policy Number 3516 | Page 1 of 3 | Effective Date December 1, 2018 |
| Approved By Micki Knudsen, Human Resources Director, Signature on File | Supersedes Policy Number N/A | Page 1 of 3 | Prior Effective Date March 13, 2017 |

POLICY STATEMENT

The department will provide paid parental leave to all full-time and permanent part-time salaried employees upon the birth or adoption of a child for purposes of nurturing and bonding.

DEFINITIONS

Parent: For purposes of this policy only, the parent is the lawful mother or father of a child either through birth or adoption.

Parental Leave: Department provided paid leave taken within 12 weeks following the birth or adoption of a child.

Primary Caregiver: An employee who provides parental care at least 50 percent of the time.

Secondary Caregiver: An employee who provides parental care less than 50 percent of the time.

PROVISIONS / REQUIREMENTS

1. Full-time and permanent part-time employees shall receive parental leave following the birth or adoption of a child. The "Parental Leave Request Form" is to be completed by the employee and signed by the employee's supervisor. Supervisors should retain the original form and provide a copy to the local Human Resources office.

- A. Every parent who is a primary caregiver shall receive six weeks of parental leave. If both parents provide parental care at least 50 percent of the time, each parent is entitled to six weeks of parental leave.
 - B. Every parent who is a secondary caregiver shall receive three weeks of parental leave.
 - C. If both parents are MoDOT employees, each parent will receive parental leave, which may be taken concurrently, consecutively, or at different times.
2. Parental leave must be taken within the 12 weeks following the birth or adoption of a child. Adoption, for the purposes of this policy, will begin upon formal placement of the child with the employee(s) by a court or adoption agency. Parental leave may not be donated or carried over to future years.
 3. Parental leave provides leave with 100 percent of regular salary. Employees are required to give at least 30 days advance notice of their intention to take parental leave. If advance notice is not possible due to unforeseeable or emergency situations, the department requires notice to be given as soon as is practical. This leave needs to be pre-approved by the employee's supervisor, and recorded in the Time Reporting System as "LWPP" for primary caregivers and "LWPS" for secondary caregivers. Supervisors are to ensure timesheets are properly coded.
 4. Parental leave will not be counted against annual leave, sick leave, or compensatory time. Sick leave and annual leave will continue to accrue during the period of parental leave. Holidays will not be counted against parental leave and should be coded to holiday pay.
 5. Medical documentation from a health care provider may be necessary to verify the birth of a child. Documentation verifying the legal adoption of a child may be required.
 6. Parental leave and accrued paid leave (sick leave, annual leave, or compensatory time) used will not apply toward unpaid FMLA leave that may be available to the employee. (Refer to Personnel Policy 3512, "Family and Medical Leave.")
 7. Parental leave is available to full-time and permanent part-time salaried employees who are receiving compensation payments provided under the Workers' Compensation Law. Employees who sustain a compensable injury on the job must complete Form A-450, "Workers' Compensation Disability Preference," indicating whether they wish to supplement workers' compensation lost time benefits with parental leave benefits. (Refer to Personnel Policy 0507, "Workers' Compensation.")

CROSS REFERENCES

[Personnel Policy 3500, "Sick Leave"](#)
[Personnel Policy 3512, "Family and Medical Leave"](#)
[Personnel Policy 0507, "Worker's Compensation"](#)
[Executive Order 17-09](#)

FORMS

[Parental Leave Request Form](#)