



<b>Policy Title:</b>	<b>Paid Parental Leave Policy</b>
<b>Policy #:</b>	<b>06-001-0185</b>
<b>Effective Date:</b>	9/24/2025
<b>Approved by:</b>	Telly Delor, Chief Operating Officer
<b>Functional Area:</b>	Human Resources
<b>Responsible Leader:</b>	Stephanie Shank, Human Resource Director
<b>Policy Owner:</b>	Kristy Dennis, Human Resource Manager
<b>Applies to:</b>	SCCCMH Staff

**Purpose:** The purpose of the Paid Parental Leave Policy is to provide clear, consistent guidelines that support employees during the transition of welcoming a new child. It reflects St. Clair County Community Mental Health's (SCCCMH) commitment to employee well-being and aligns with our Compassion, Accessibility, Relationships, Empowerment, and Service Excellence (CARES) values by fostering a compassionate and inclusive workplace.

### I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to support employees in balancing work and family life through its Paid Parental Leave Policy. This benefit provides eligible employees with up to four (4) consecutive weeks of paid leave following the birth or legal adoption of a child.

This policy reflects SCCCMH's organizational values — (CARES): Compassion, Accessibility, Relationships, Empowerment, and Service Excellence. These values guide our commitment to supporting employee well-being, promoting inclusive and accessible workplace policies, and delivering exceptional service to our community.

### II. Standards

#### A. Eligibility Criteria

1. Employees must have successfully completed their probationary period.
2. Employees must have worked at least 1,250 hours during the 12 months immediately preceding the leave.

3. Leave must be taken for the birth or legal adoption of a child.
4. Stepparent adoptions and adoptions of children over six (6) years of age do not qualify.
5. The employee must be listed as a parent on the child's official birth certificate or adoption documentation, which must be submitted within 30 days of the birth or adoption date.

**B. Return-to-Work Obligation**

1. Employees must sign a Return-to-Work Commitment agreement prior to taking leave, agreeing to work for SCCCMH for one (1) full calendar year upon returning from paid or unpaid leave.
2. The return-to-work commitment begins on the employee's first day back and applies regardless of regular part-time (RPT) or full-time (RFT) status.
3. Failure to fulfill the one-year commitment may result in a requirement to repay the full value of the Paid Parental Leave, with repayment authorized via payroll deductions or other lawful means.

**C. Leave Coordination**

1. Paid Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

### III. Procedures, Definitions, and Other Resources

**A. Procedures**

**Actions**

Action Number	Responsible Stakeholder	Details
1.0	Employee	1. Notify supervisor and Human Resources of intent to take Paid Parental Leave and follow steps outlined in <a href="#">Administrative Policy #06-001-0040, Leaves of Absence: FMLA</a> to apply for leave.
2.0	Human Resources	2. Confirm eligibility and provide Return to Work Commitment agreement.
3.0	Employee	3. Sign and return form <a href="#">#0832 Return to Work Commitment – Paid Parental Leave</a> HR Agreement; submit required documentation within 30 days of child's birth or adoption.
4.0	Human Resources	4. Approve leave, confirm start/end dates, and communicate FMLA concurrency.

Action Number	Responsible Stakeholder	Details
5.0	Payroll	5. Process four (4) weeks of base pay; calculate part-time pay based on prior quarter averages.

## Actions

Action Number	Responsible Stakeholder	Details
1.0	Employee	1. Return to work and fulfill one-year work commitment.
2.0	Human Resources	2. Monitor compliance and initiate repayment procedures if needed.
3.0	Management & Human Resources	3. Review exceptions for dual-employee households.

## B. Related Policies

[Administrative Policy #06-001-0040, Personnel: Leaves of Absence: FMLA](#)

[Administrative Policy #06-001-0075, Personnel: Work Schedules; Leavetime; Overtime; Timecards](#)

## C. Definitions

1. *Base Pay*: The employee's regular rate of pay. For part-time employees, this is based on the average hours worked per week during the previous quarter.
2. *Eligible Employee*: An employee who has completed their probationary period and worked at least 1,250 hours in the preceding 12 months.
3. *FMLA (Family and Medical Leave Act)*: A federal law that provides eligible employees with unpaid, job-protected leave for specific family and medical reasons.
4. *Paid Parental Leave*: A consecutive four-week period of paid leave available to eligible employees following childbirth or adoption.
5. *Return to Work Commitment*: A signed agreement that requires an employee to work for SCCCMH for one (1) full calendar year upon returning from Paid Parental Leave or repay the full benefit value if the commitment is not fulfilled.

## D. Forms

[#0832 Return to Work Commitment – Paid Parental Leave](#)

## E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

## **F. References**

1. Union contracts

## **IV. History**

- Initial Approval Date:09/24/2025
- Last Revision Date: BY:
- Last Reviewed Date: BY:
- Non-Substantive Revisions: N/A
- Key Words: paid parental leave, return to work