

ORDINANCE NO. 170229

Amending Article VIII of the Administrative Code of Kansas City, Missouri, by repealing Section 2-1104, Special leave, and enacting a new section of like number and subject matter that modifies paid parental leave to allow for intermittent leave and cancellation in certain circumstances.

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

Section 1. That Article VIII of the Administrative Code of Kansas City, Missouri, is hereby amended by repealing Section 2-1104, Special leave, and enacting a new section of like number and subject matter, to read as follows:

**Sec. 2-1104. Special leave.**

(a) *Jury duty.* An employee may receive special leave with pay when he or she is required to serve on a jury and the hours of jury duty conflict with the hours of his or her city work. Such employees may keep the County or State jury fee; however, employees must convey his or her Federal jury fee to the City through his or her department head. In case the employee serves on a jury during his or her nonworking hours or days, the employee shall be permitted to keep the jury fee. However, the employee must inform his or her supervisor of his or her jury service. Jury leave for all regular employees allocated to classes covered by a memorandum of understanding shall be governed by the appropriate memorandum of understanding.

(b) *Training courses.* Special leave with pay may also be granted by a department head, with the approval of the director of human resources, for the purpose of allowing a regular employee to engage in official training courses or to participate in other official activities.

(c) *Sabbatical leave for judges of municipal court.* Upon recommendation for approval by the presiding judge and approval by the city manager, judges of the municipal court shall be granted a sabbatical leave of up to six months for purposes of full-time study or teaching directly related to the profession of law. No judge shall be eligible for such leave unless he or she has served at least three years. No judge shall be granted such leave more than once during any five-year period. Not more than one judge per fiscal year shall take sabbatical leave. During any such leave a judge shall continue to be paid by the city at the rate of one-half the regular salary and shall continue to be eligible for participation in the city health and life insurance programs, pension program and other employment benefits.

(d) *Community Partnership Initiative.* Each fiscal year, any regular employee may be allowed a maximum of eight hours paid leave to volunteer with area schools, including those of their children, or to volunteer with one of the City's approved Combined Charity organizations. The employee must timely request this leave and leave shall be granted only when it will not cause undue or unnecessary imbalances in staffing

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levels. Employees not participating in activities for which this leave was granted to them shall have this paid leave time changed to absences without leave and appropriate disciplinary action will be taken. The department of human resources will monitor the use of the community partnership initiative and may promulgate additional requirements in its rules and regulations.


(e) *Paid Parental Leave.* In order to allow parents time to bond with and care for their new child, all regular and appointed employees who are eligible to take leave under the City's Family and Medical Leave Policy shall be granted paid parental leave due to the birth of the employee's child or the placement within the employee's home of an adopted child in accordance with the following provisions:

- (1) An eligible employee will receive up to six (6) continuous weeks of pay at 100% of the employee's base pay per birth or adoption event.
- (2) An employee may take paid parental leave intermittently, provided the leave is taken in no less than one week increments and is approved by the employee's manager.
- (3) An eligible employee who is the birthing mother may receive an additional two (2) weeks of leave at 100% of base pay if it is deemed medically necessary for the birthing mother to recover from a cesarean section delivery and/or other documented medical complications associated with the birth.
- (4) If both parents are eligible employees, each will receive the leave available under sections (e)(1) and (e)(2) of this section.
- (5) Leave will be based on the employee's certified normal rate of pay, not including premiums or overtime.
- (6) All paid parental leave will run concurrently with Family and Medical Leave under the City's Family and Medical Leave Policy and must be utilized within twelve (12) weeks following the birth or adoption of a child. Paid Parental Leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, personal leave, holiday, and short-term disability.
- (7) An eligible employee must submit a completed Employee Request for Family and Medical Leave Form, requesting FML leave to the Human Resources Benefits Office at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30 day notice is not possible, the employee must submit a completed Employee Request for Family and Medical Leave Form to the Human Resources Benefits Office as soon as possible.

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- (8) Multiple births or adoptions do not increase the length of leave granted for the birth or adoption event.
- (9) An eligible employee will be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FML leave will govern. The medical documentation must be completed and signed by the individual's health care provider.
- (10) An eligible employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.
- (11) Surrogate mothers and sperm donors are excluded from coverage under this policy, as are parents who elect to place their newborn child/children for adoption.
- (12) In the unfortunate event that the new child dies during the time of Paid Parental Leave, the leave shall be cancelled and employee shall be allowed to take bereavement leave and may apply for/request the use of FML leave.
- (13) A fraudulent request for Paid Parental Leave shall be grounds for serious disciplinary action, up to and including termination of employment.

Approved as to form and legality:

  
Saskia C.M. Jacobse  
Senior Associate City Attorney



Authenticated as Passed

  
Sly James, Mayor

  
Marilyn Sanders, City Clerk

APR 13 2017

Date Passed