

May 13, 2025

**TO:** Board of Public Works

**FROM:** Holly J. Ramon  
Human Resources Director

**RE:** Resolution RB-21-25 Paid Parental Leave Policy

Before you is a request for the approval of a Paid Parental Leave Policy. The policy will provide eligible full-time employees with paid time off to care for and bond with a newborn or newly adopted or fostered child and aligns with the City's commitment to being a supportive, family-friendly employer.

Currently, employees rely on a combination of accrued vacation, sick, and/or floating holiday hours during such events. Under this policy, benefit time could still be utilized, but would be supplemented by a separate paid parental leave allotment. This additional paid time would help ease the financial and emotional strain employees may experience during these significant life events, particularly for newer employees who may have limited accrued benefit time.

Should you have any questions or need additional information, please contact me at 317-776-6360.

Sincerely,

Holly J. Ramon  
Human Resources Director

Enclosure



## **RESOLUTION RB-21-25**

### **A RESOLUTION BEFORE THE BOARD OF PUBLIC WORKS AND SAFETY ESTABLISHING AN EMPLOYEE PAID PARENTAL LEAVE POLICY FOR THE CITY OF NOBLESVILLE**

WHEREAS, the City of Noblesville recognizes the importance of supporting employees in balancing work and family responsibilities; and

WHEREAS, offering paid parental leave enhances employee well-being and strengthens family bonds during a critical stage of a child's life; and

WHEREAS, the provision of paid parental leave contributes to greater employee retention, satisfaction, and morale; and

WHEREAS, numerous public and private sector employers have adopted paid parental leave policies to remain competitive and attract top talent; and

WHEREAS, implementing a paid parental leave benefit aligns with the City's commitment to being a supportive, family-friendly employer; and

WHEREAS, the City currently provides leave time options including sick time, vacation time, and floating holidays that have been utilized in parental leave situations in the past and could continue to be utilized going forward to supplement a dedicated paid parental leave allotment; and

WHEREAS, the City desires to establish a benefit granting eligible employees paid time off to care for and bond with a newborn or a newly adopted or fostered child; and

WHEREAS, the Board of Works and Safety has reviewed Exhibit A and is desirous in amending the Personnel Policy of the City of Noblesville to provide for Paid Parental Leave; and,


IT IS THEREBY RESOLVED by the Board of Public Works and Safety as follows:

1. The Paid Parental Leave Policy that is attached hereto is hereby ratified and approved.
2. The establishment of the Paid Parental Leave Policy and the benefits referred therein shall be in full force and effect as of January 1, 2025.

ALL OF WHICH IS APPROVED by the Board of Public Works and Safety of the City of Noblesville this 13<sup>th</sup> day of May 2025.

BOARD OF PUBLIC WORKS & SAFETY  
CITY OF NOBLESVILLE  
HAMILTON COUNTY, INDIANA

  
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JACK MARTIN, PRESIDENT

  
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JOHN DITSLEAR, MEMBER

  
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LAURIE DYER, MEMBER

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ROBERT J. ELMER, MEMBER

  
\_\_\_\_\_  
RICK L. TAYLOR, MEMBER

ATTEST:

  
\_\_\_\_\_  
EVELYN L. LEES, CLERK  
CITY OF NOBLESVILLE, INDIANA



## **PAID PARENTAL LEAVE POLICY**

A City of Noblesville Paid Parental Leave Policy is established and made available to eligible full-time employees to care for and bond with a newborn or a newly adopted or fostered child.

### **ELIGIBILITY**

To be eligible for Paid Parental Leave, the employee must have been employed with the City for at least ninety (90) days and meet one of the following criteria:

- Have given birth to a child
- Be the biological parent of a newborn child
- Be the spouse of the individual who has given birth to a child
- Have adopted a child aged 17 or younger
- Be fostering a child aged 17 or younger

### **AMOUNT OF PAID LEAVE**

Eligible employees will receive a maximum of one hundred and twenty (120) hours of Paid Parental Leave per calendar year. The paid amount applies to the eligible employee even if both parents work for the City. Payment will be calculated at the employee's normal rates of pay.

Paid Parental Leave is per birth, adoption, or fostering of a child/children and is available only once per calendar year. A multiple birth or adoption (e.g., the birth of twins or the adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.

Paid Parental Leave will be paid on regularly scheduled pay dates, subject to applicable taxes and withholdings.

Approved Paid Parental Leave may be taken immediately following the birth, adoption, or fostering. Paid Parental Leave may not be used or extended beyond a four-month timeframe following the event.

### **BENEFITS DURING LEAVE**

Group Health Insurance coverage will be maintained by the City during an eligible employee's period of Paid Parental Leave to the extent and under the same circumstances as it ordinarily is furnished to that employee.

### **COORDINATION WITH THE FAMILY MEDICAL LEAVE ACT (FMLA) LEAVE**

Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child will count toward FMLA entitlement, if applicable.

### **LIMITATIONS AND EXCLUSIONS**

Paid Parental Leave does not apply to leave for the adoption of the child of a new spouse.

Surrogates, egg donors, and sperm donors are not eligible for Paid Parental Leave.

Employees are not entitled to pay in lieu of taking Paid Parental Leave.

Unused Paid Parental Leave is not payable upon voluntary or involuntary termination of employment for any reason.

Any Paid Parental Leave remaining at the end of the four-month period following the birth, adoption, or foster event is forfeited and will not be paid out, nor can it be combined with any future Paid Parental Leave.

### **REQUESTS FOR PAID PARENTAL LEAVE AND SUPPORTING DOCUMENTATION**

Employees must provide the City with at least thirty (30) days notice of their intent to take Paid Parental Leave. If the employee is unable to give such notice because the need for leave is not foreseeable, then the employee must give as much notice as practicable under the circumstances. Required documents supporting the birth of the child may include FMLA certification, if applicable, or a birth certificate or hospital birth confirmation. Required documents supporting the adoption of a child may include a custody or adoption order.

### **RETURN TO WORK AND REINSTATEMENT**

An employee will be reinstated to the same position held when Paid Parental Leave began or to an equivalent position with the equivalent pay, benefits, and other terms and conditions of employment, provided the employee's employment would not otherwise have terminated if not on Paid Parental Leave.