

April 6, 2015

Sections to be added to Personnel Policies and Procedures Manual:

**8.9 Parental Leave**

Employees (Maternal or Paternal) are entitled to eighty (80) work hours of paid parental leave for the actual period of disability associated with pregnancy and childbirth.

**8.10 Maternity/Paternity Leave**

Employees (Maternal or Paternal) are entitled to unpaid leave after the eighty (80) work hours of paid parental leave is used for a reasonable period of disability associated with pregnancy and childbirth. The leave is unpaid unless the employee has available sick and vacation leave (which may be used during this leave). This policy will be administered according to any applicable state and federal law.

Pay and Benefits during Leave: The employee may elect to use sick leave, compensatory or other paid time off or may take unpaid leave. To the extent allowed by law (for example, by the applicable benefits plan) the Town will maintain the employee's health care coverage as if the employee had not taken leave.

The employee will be restored to the position held before the leave commenced or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

**4.7 Lactation Breaks for Nursing Mothers**

Nursing mothers who are nonexempt employees and wish to express breast milk during the work day may take reasonable break times in order to express breast milk.



Eric Faison  
Town Administrator