

# City of Little Rock Paid Parental Leave Policy

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## Purpose

The City of Little Rock recognizes the importance of supporting employees during significant life transitions such as the addition of a child to their family. This policy provides paid leave to eligible regular full-time employees to care for and bond with a new child through birth, adoption, foster care placement, surrogacy, or in the event of pregnancy loss.

## Eligibility

Effective January 1, 2026, regular full-time employees are eligible for up to 12 weeks of paid parental leave if they have completed one (1) year of continuous service and worked at least 1,250 hours during the 12-month period preceding the leave.

Employees who have not yet met the above service requirements are eligible for up to 6 weeks of paid parental leave. For probationary employees, the probation period will be extended by the duration of the leave.

## Covered Events

Paid parental leave may be used in connection with the following qualifying events:

- Birth of an employee's child.
- Placement of a child with the employee through adoption.
- Placement of a child with the employee through foster care.
- Placement of a child via surrogacy
- Pregnancy loss, including miscarriage or stillbirth, of the employee or the employee's spouse.

## Leave Benefits

Leave benefits are as follows:

Regular Full-time Employee Status	Paid Leave Duration
Meets 1-year/1,250-hour requirement	12 weeks
Does not meet requirement	6 weeks (probation extended if applicable)

Parental leave must be used within 12 months of the qualifying event. Leave may be taken as a continuous block or intermittently with department approval.

## **Shared Leave (Dual-Employee Households)**

If both parents are employed by the City, the parents are entitled to a combined total of 12 weeks of paid parental leave.

In cases where the child experiences a severe medical condition requiring hospitalization or ongoing medical care immediately following birth or placement, an additional 6 weeks of shared leave may be granted.

## **Coordination with Other Leave Policies**

Employees may use Short-Term Disability (STD) leave if additional leave is needed due to medical necessity. Employees may donate sick or STD leave time to colleagues who have exhausted their own leave banks, in accordance with the City's leave donation policy.

Paid parental leave will run concurrently with FMLA, if applicable.

## **Application and Documentation**

Employees must submit a written request for paid parental leave at least 30 days in advance, when foreseeable. Supporting documentation (e.g., birth certificate, placement agreement, surrogacy papers, or medical documentation) must be provided to HR Labor & Employee Relations Division.

## **Policy Review**

This policy shall be reviewed periodically by Human Resources and the City Attorney's Office to ensure compliance with federal and state laws and to reflect the evolving needs of the City's workforce. Each department is responsible for monitoring and evaluating the operational impact and cost of paid parental leave during the first year of implementation. This data will be used to inform potential policy adjustments and ensure continued program effectiveness.

For questions or to request leave under this policy, employees should contact the HR Labor & Employee Relations Division.