

319. Paid Parental Leave

Revised: April 8, 2026

Paid Parental Leave provides eligible employees up to six (6) weeks (240 hours) of paid, continuous leave to bond with and care for their newborn or adopted child (for purposes of this policy, hereafter referred to as Child) and is:

- .1 Taken immediately following the date of birth or adoption.
- .2 Designated as Family Medical Leave Act (FMLA) leave for eligible employees (see section 314 for more information). However, if FMLA leave has been previously exhausted for reasons other than Paid Parental Leave, employees remain eligible for up to six (6) weeks of Paid Parental Leave.
- .3 To be eligible, employees must meet the following criteria at the time the leave starts:
 - .31 Worked for the City for at least the previous twelve (12) months; **and**,
 - .32 Worked at least 1,250 hours in the immediately preceding twelve (12) months before the expected leave date; **and**,
 - .33 Not used Paid Parental Leave within the previous twelve (12) month period measured from the beginning of the employee's leave; **and**,
 - .34 Will use the time to bond and care for the employee's Child.
- .4 For purposes of this policy, the requesting employee must be the Child's parent. If both parents are City employees, each employee is entitled to their own Paid Parental Leave by separate request and process.
- .5 When the need for leave is foreseeable, employees should provide at least thirty (30) days written notice to their direct supervisor and FMLA personnel (FMLA@cityoftulsa.org) before Paid Parental Leave benefits begin.
- .6 The following limitations apply:
 - .61 The maximum amount of leave is six (6) weeks regardless of whether there are multiple children being born (such as twins or triplets) or adopted at the same time.
 - .62 Paid Parental Leave is not provided for the adoption of a stepchild, foster care, guardianship, or serving as a surrogate or sperm or egg donor.
 - .63 Paid Parental Leave must be taken in one continuous period of leave and cannot be used intermittently. Notwithstanding the foregoing, the Personnel Director may grant a limited exception to allow a brief period of intermittent work during Paid Parental Leave when requested by the employee's Department Head for a critical work issue and the employee agrees to assist. Any unused leave is forfeited when the employee returns to work and cannot be banked for later use, paid out, donated, or combined with any future Paid Parental Leave.

.64 If a paid City holiday occurs during the Paid Parental Leave, it is included in the six (6) weeks of leave and does not extend the total duration of the Paid Parental Leave.

.65 Paid Parental Leave cannot be used before the date of the birth or adoption.

.66 Paid Parental Leave is only available for caring for or bonding with the Child.

.67 Employees on extended absence for injury leave, workers' compensation, or administrative leave are not eligible for Paid Parental Leave.

.68 Employees may be required to provide documentation to show they are eligible for Paid Parental Leave, either with FMLA documentation or if the employee is not eligible for FMLA with the employee's name listed as a legal parent on the birth certificate or legal document establishing paternity or adoption.

.69 At the conclusion of Paid Parental Leave:

.691 Employees eligible for FMLA can continue their leave period with any remaining FMLA leave as provided in Section 314. The pay provisions of Section 314 also apply such that sick leave is only available for a serious health condition of the mother or child, and otherwise accrued vacation and compensatory time is applied until it is exhausted and then leave becomes unpaid.

.692 Employees continuing their leave under FMLA for a serious health condition of the mother or Child may be required to provide a new or updated certification from their health care provider.

.693 Employees continuing their leave under FMLA after the birth of a healthy newborn must take the leave in one continuous period and cannot use intermittent or reduced schedule leave unless the employee's department head and Personnel Director both approve.

.694 Employees must return to full duty for at least 90 consecutive calendar days of continuous service. Employees who choose to end their employment before returning to work for at least 90 consecutive calendar days, at the City's option, may be required to reimburse the City for the cost of the Paid Parental Leave.

.610 Employees on Paid Parental Leave are still subject to any layoff or reassignment that would have occurred otherwise had they been working.

.611 Upon termination of employment, employees are not paid for any unused Paid Parental Leave for which they were eligible.