City of Winder Personnel Policy Manual
Title: Maternity and Paternity Leave
Date Issued: 9/2026
Policy: 067

Mayor

City Administrator

67.10 Purpose

The City of Winder is committed to supporting employees who are welcoming new children through birth or adoption. This policy provides eligible employees with up to two (2) weeks of paid Maternity or Paternity Leave, separate from and in addition to accrued paid time off (PTO), critical illness leave, or other available City paid leave options.

67.11 Eligibility

A. To be eligible for leave under this policy, an employee must:

1. Employees must have been employed by the City full-time for a year and have worked at least 1250 hours; may also be eligible for FMLA leave, which may be paid or unpaid; be listed as the parent on birth documents or through other legal documents in accordance with FMLA.
2. Employees who have had a new birth event or who have adopted placement (not foster) of a child.

B. The two-week benefit applies per birth, not per child; the birth of multiples (e.g., twins) does not increase the amount of leave provided under this policy.

C. An employee shall be eligible for this leave two times for a total of four (4) weeks.

67.12 Leave Benefit

Eligible employees may receive up to two (2) weeks (10 working days) of paid Maternity or Paternity Leave per qualifying birth, adoption, or placement. This leave is paid at the employee's regular base rate of pay and does not require the use of earned accrued leave. All eligible full-time employees who have had a new birth event or who have adopted placement (not foster) of a child shall be granted two (2) weeks of paid bonding Parental Leave to be taken within twelve (12) weeks of the birth or adoptive-placement event.

67.13 Relationship with Other Leave Programs

A. FMLA/PWFA: Leave runs concurrently with any leave the employee is eligible for under the FMLA. In accordance with federal law, PWFA accommodations and FMLA leave may run concurrently when an employee qualifies for protection under both statutes. When concurrent coverage applies, the

employee's FMLA entitlement will be counted during the period in which PWFA-related leave or accommodation is provided.

B. ADA: The organization complies with the Americans with Disabilities Act (ADA) and is committed to providing reasonable accommodations to qualified individuals with disabilities.

C. PTO Accrual: PTO does not accrue during any unpaid portion of Leave, consistent with the City's standard leave-accrual policy.

67.14 Timing and Use

Leave under this policy must be used within twelve (12) months of the child's birth. Leave may be taken continuously or, with HR approval, on an intermittent basis (e.g., split across multiple weeks to accommodate medical appointments or a phased return to work).

67.15 Requesting Leave

A. Notify their supervisor and Human Resources at least two weeks before the anticipated leave date, or as soon as practicable in the case of an unforeseen birth;

B. Submit a completed FMLA leave request form to Human Resources, along with supporting documentation (e.g., birth certificate, or a health care provider's statement) once available;

C. Provide an expected return-to-work date and update Human Resources if that date changes.

67.16 Benefits

All City benefits and insurance remain in full effect while approved to receive Maternity or Paternity leave. Health insurance premiums and other benefit premiums will continue to be deducted as long as pay is received by the employee. Medical and other group insurance benefits normally lapse at the end of the month following the commencement of a leave of absence without pay. Major medical, dental, and life insurance may be continued for one month while on leave without pay, provided a statement is completed and signed prior to leaving, and by the employee paying their portion of the cost of the coverage one month in advance and by the 5th of the month thereafter. Late payment will result in the termination of major medical, dental, and life benefits. All dates noted are subject to change.