



Policy	Document Number:	POL-PL-1
Parental Leave Policy	Version Number:	V 6.0
	Effective Date:	

IndyGo Parental Leave Policy

Definitions

Child means an infant newly born to the employee or the employee’s spouse or a minor child placed for foster care or adoption with the employee who resides with the employee.

Placement for adoption means the court order or other legal documentation granting custody pending adoption of a child who is 17 years old or younger; or issuing a domestic or international decree or certificate of adoption, whichever occurs first.

Placement for foster care means the signed legal documentation showing placement and the date of placement of a child who is 17 years old or younger.

1.0 PURPOSE

The purpose of this policy is to provide paid leave to employees so they can spend time with their newborn or child placed for adoption or foster care.

2.0 EMPLOYEES COVERED BY THIS POLICY

This policy applies to full-time employees who have been employed for six consecutive months or more and all part-time employees who have been employed for one year upon the birth, adoption, or foster care placement of a child.

3.0 STATEMENT OF POLICY

It is the policy of IndyGo that the birth, adoption, or foster care placement of a child is an important event where the family benefits from time spent together without concern for loss of employment or wages. To facilitate opportunities for such family time, full-time eligible employees may request and receive up to 240 hours of paid parental leave upon the birth, adoption, or foster care placement of a child. Part-time eligible employees may request up to 120 hours of paid parental leave.

Parental leave runs concurrently with family-medical leave (FML) for eligible employees who are charged FML for absences due to the birth, adoption, or foster care placement of a child. Employees may choose to use available parental, vacation, or personal leave if they want to receive compensation during their FML absence.

4.0 USE OF PARENTAL LEAVE

Parental leave may be used intermittently in increments of not less than one full day. Employees must provide notice no later than the workday before the anticipated leave.

During parental leave, benefits continue as though the employee is actively working.



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The birth, adoption, or foster care placement of more than one (1) child during the same leave year constitutes one (1) parental leave.

Any parental leave not taken: (1) within six months after birth, adoption, or foster care placement of a child; or (2) before separation from employment with IndyGo is forfeited.

Placement for adoption does not include time spent fostering a child before the issuance of a decree of adoption or the adoption of stepchildren by a stepparent.

An employee may not use parental leave to cover an absence resulting from discipline.

5.0 PARENTAL LEAVE ACCRUAL

Parental leave shall not accrue.

6.0 EMPLOYEE RESPONSIBILITIES

Employees are responsible for:

- Notifying their supervisor and the Department of People and Teammate Experience in advance that a child's birth, adoption, or foster care placement is anticipated and providing an estimated time frame.
- Requesting for parental leave at least thirty (30) days in advance. When a thirty (30) day notice is not possible, the employee must provide notice as soon as practicable and include an explanation of the reason for the delay.
- Applying for Family Medical Leave, if eligible.
- Submitting supporting documentation, such as a birth announcement, confirmation from a doctor, hospital, governmental entity, or document placing the child with an employee for adoption (as described in the definition of placement for adoption). The name of the employee must appear on the birth certificate, a legal document establishing paternity, an adoption agreement, or other legal document establishing lawful adoption or foster care placement. In situations where a legal document cannot be provided at the time of birth or adoption or within the required time or a reasonable time, thereafter, leave approval will be considered on a case-by-case basis.
- Designating absences on the timesheet as parental leave, tracking usage of parental leave, and not using more parental than is authorized.
- Meeting with their supervisor to give regular status updates on their workload and projects in advance of a planned leave and discussing their plans for handling those during their absence.
- Notifying their supervisor and the Department of People and Teammate Experience at least two (2) business days before they anticipate returning to work.

An employee's failure to comply with the procedures listed may result in the delay or denial of parental leave, loss of pay, designation as being on unauthorized leave, and discipline.



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7.0 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for:

- Ensuring that all applicable leaves are properly entered on the employee’s timesheet before approving leave,
- Tracking employee use of parental leave to ensure only the authorized amount is used, and
- Ensuring that work is completed during an employee’s absence(s) by proper planning, cross-training, and related management techniques.

8.0 PAYROLL RESPONSIBILITIES

Payroll staff are responsible for:

- Tracking the number of hours of parental leave used by employees in each biweekly pay cycle and providing reports to the Department of People and Teammate Experience and the employee’s supervisor so individual usage can be monitored; and
- Removing access to parental leave once the leave has been exhausted or six months have passed from the date the child was born or placed with the employee for adoption.

9.0 DEPARTMENT OF PEOPLE AND TEAMMATE EXPERIENCE RESPONSIBILITIES

Department of People and Teammate Experience staff are responsible for:

- Communicating available leave options with an employee within seven (7) business days of receiving notice of an anticipated birth, adoption, or foster care placement or a request for parental leave.
- Providing the requesting employee written acknowledgment of the parental leave request and initial approval, if applicable, within seven (7) business days of receipt.
- Keeping the employee’s supervisor apprised of any revisions in a parental leave request.