



Virginia House of Delegates
Clerk's Office
G. Paul Nardo, Clerk
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FULL-TIME STAFF PAID PARENTAL LEAVE POLICY

The House Clerk's Office (HCO) will provide 12 weeks of paid parental leave to full-time employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligible employees must meet the following criteria:

- Be a full-time employee of the House Clerk's Office; and
- Have given birth to a child; or
- Be a spouse of a woman who has given birth to a child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.
- If both parents are employees, only one may access the paid benefits of this policy.

Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (i.e. the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement even occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular pay.

The House Clerk's Office will maintain all benefits for employees during the paid parental leave period just as if they were taking any other HCO paid leave.

Approved paid parental leave may be taken any time during the 12 months immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment with the House Clerk's Office, he or she will not be paid for any unused paid parental leave for which he or she was eligible.



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To request paid parental leave, the employee must provide his or her supervisor, the Clerk of the House and the Human Resources Director with written notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).

The Clerk approves requests for paid parental leave by any HCO employee. As is the case with all HCO policies, the organization has the exclusive right to interpret this policy. All questions concerning any HCO policies should be directed to the Clerk of the House or the Human Resources Director.
