

Paid Parental Leave Benefits Policy

Goliad County proudly promotes a family-friendly workplace by providing Paid Parental Leave Benefits to eligible employees to bond and care for a child after the birth, adoption, or placement of a child for adoption.

Goliad County will maintain all benefits for employees during the Paid Parental Leave Benefits period just as if they were taking any other County paid leave. Goliad County will maintain benefits for the employee for maximum of 12 weeks or a total of 480 hours.

The Rolling 12 – Month Period in this policy is defined as a period of 12 consecutive months on a rolling basis, with a new 12-month period starting after the exhaustion of the employee’s previous approved Paid Parental Leave Benefits or the last day the employee used Paid Parental Leave Benefits.

To be eligible for Paid Parental Leave Benefits, employees must meet the following criteria:

- Be a full-time, Regular Position Employee; or
- Been a Part-Time Employee for a minimum of 1 year; 365 consecutive days; or
- Been continuously employed with the County as a full-time, regular employee for at least 180 consecutive calendar days immediately preceding the birth, adoption, or placement for adoption. For purposes of this policy placement for adoption means foster-to-adopt placement or other placement of a child pending adoption as evidenced by a placement agreement or court action. In addition, employees must meet one of the following criteria:
 - Be a new parent by birth of a child; or
 - Be the new adoptive parent of a child who is 17 years or younger; or
 - Be the foster parent to a new foster-to-adopt child who is 17 years or younger and placed with the foster parent; or
 - Be the prospective parent to a child who is 17 years or younger and who is placed with the prospective parent pending private adoption

Approved Paid Parental Leave Benefits may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid Parental Leave Benefits may not be used or extended beyond this 12-month time frame. Employees must take Paid Parental Leave Benefits in one continuous period of leave unless the employee’s Department Head allows the employee to use Paid Parental Leave Benefits intermittently.

Employees should notify their supervisor or Department Head of their intention to request Paid Parental Leave Benefits as soon as practicable and provide them with the anticipated start date and duration of the leave. Department Heads may delay Paid Parental Leave Benefits if advanced notice of the leave is not given.

To receive Paid Parental Leave Benefits, eligible employees must complete a Paid Parental Leave Benefits Request Form and submit it to Goliad County Human Resources within thirty (30) days of the birth or adoption/placement.

The request must include appropriate documentation that shows the employee's use of Paid Parental Leave Benefits is directly connected to birth, adoption, or placement of a child for adoption. If the employee is eligible for FMLA leave, the FMLA leave requirements will govern, and the FMLA documentation provided will be used to verify eligibility.

If the employee is not eligible for FMLA leave, proof of the birth or placement of the child must be provided. The employee's name must be included as a legal parent on the birth certificate or legal document establishing paternity or establishing adoption/placement.

To qualify for Paid Parental Leave Benefits, documentation of the birth or adoption/placement of a child should be submitted as soon as it becomes available and no later than thirty (30) days after the birth or adoption/placement.

Paid Parental Leave Benefits is a supplement to the employee's existing sick and other leave at the time of the qualifying event (birth, adoption, or placement for adoption).

Employees begin their Paid Parental Leave Benefits on the date specified in their request unless their child is born or adopted earlier or later. In these cases, employees need to notify their Department Head and Human Resources as soon as possible to be able to begin leave.

Paid Parental Leave Benefits is designed to run concurrently with FMLA and is not intended to extend the 12-week FMLA period. An employee on Paid Parental Leave Benefits who meets the FMLA eligibility requirements will be placed on FMLA leave at the start of the Paid Parental Leave Benefits. If the employee meets FMLA eligibility during the Paid Parental Leave Benefits period, the employee will be placed on FMLA at that time. All other requirements and provisions under the FMLA will apply.