



These questions and answers accompany the bargaining agreements which came into effect on July 1, 2024.

Paid Parental Leave Entitlement and Usage

1. WHAT IS PAID PARENTAL LEAVE?

The collective bargaining agreements for all Washoe County recognized associations were acknowledged and approved by the Washoe County Board of County Commissioners on June 25, 2024 for a July 1, 2024 effective date to include up to 4 weeks of paid parental leave for employees eligible for leave under the Family and Medical Leave Act (FMLA) following the birth of a child of the employee or the placement of a child with an employee for adoption or foster care.

2. WHO IS ELIGIBLE FOR PAID PARENTAL LEAVE?

To use paid parental leave, the employee must be covered under one of the following groups of employees:

- WCEA (Non-Supervisory or Supervisory)
- WCSDA
- WCSSDA
- WCNA (Non-Supervisory or Supervisory)
- WCPAA
- WCDAIA (Non-Supervisory or Supervisory)
- WCASOA (Non-Supervisory or Supervisory)
- Unclassified Management or Non-Represented Confidential
- Courts, Juvenile Services – please refer to your department personnel manual

Additionally, employees must be eligible for FMLA as describe in the Washoe County [FMLA Policy](#) in accordance with CFR [§825.102](#).

3. CAN PAID PARENTAL LEAVE BE TAKEN INTERMITTENTLY DURING THE 12-MONTHS AFTER THE BIRTH OR PLACEMENT OF A CHILD?

No. An employee must take paid parental leave in one continuous period that falls entirely within the first 12 months after the birth or placement of the child. Any unused paid parental leave will be forfeited 12 months after the birth or placement of the child.



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4. DURING WHICH PORTION OF MY FMLA LEAVE WILL THE 4 WEEKS OF PAID PARENTAL LEAVE APPLY?

Paid parental leave will be applied to the first continuous 4-week period of the employee's FMLA for birth/bonding/placement.

5. WHEN BOTH PARENTS ARE EMPLOYED BY WASHOE COUNTY, ARE EACH ENTITLED TO THE 4 WEEKS OF PAID PARENTAL LEAVE?

Yes. When both parents are employed by Washoe County and each meets the criteria outlined in FAQ #2 (above), each is eligible for up to 4 weeks of paid parental leave.

6. WHEN BOTH PARENTS ARE EMPLOYED BY WASHOE COUNTY, CAN THEY TAKE THE 4 WEEKS OF PAID PARENTAL LEAVE AT THE SAME TIME?

When both parents are employed by Washoe County in **different** departments, the parents may take FMLA and the 4 weeks of paid parental leave at the same time.

WCEA Non-Supervisory and Supervisory: In addition to the above, when both parents are employed by Washoe County in the **same** department, the parents may take up to 2-weeks of the FMLA and paid parental leave at the same time.

7. IF MY FMLA FOR BIRTH/BONDING/PLACEMENT BEGAN PRIOR TO JULY 1, 2024, AM I ELIGIBLE FOR PAID PARENTAL LEAVE?

Yes, although it may not be the maximum of 4 weeks paid parental leave. If the employee has FMLA leave hours available on July 1, 2024, for birth/bonding/placement, the employee may receive up to 4 weeks of paid parental leave when the FMLA utilization is continuous.

Examples:

1. Approved FMLA for birth/bonding/placement began 5/15/2024 with a return-to-work date of 8/7/2024 (12 continuous weeks), the employee is eligible for paid parental leave 7/1/2024-7/28/2024.
2. Approved FMLA for birth/bonding/placement began 4/15/2024 with a return-to-work date of 7/8/2024 (12 continuous weeks), the employee is eligible for paid parental leave 7/1/2024-7/8/2024 (less the 7/4/2024 holiday).



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Pay During Paid Parental Leave

8. WILL AN EMPLOYEE RECEIVE FULL PAY OR A PERCENTAGE OF THEIR CURRENT PAY FOR PAID PARENTAL LEAVE TAKE?

Employees shall receive paid parental leave at the same rate as their current pay.

9. WHAT IF THERE IS A WASHOE COUNTY PAID HOLIDAY DURING THE 4 WEEKS OF PAID PARENTAL LEAVE?

In the event a Washoe County paid holiday occurs during the 4 weeks of paid parental leave, the employee shall be paid Holiday Pay for that day and forfeit paid parental leave for that day. Holidays will not extend the period of paid parental leave.

Coding the Use of Paid Parental Leave

10. HOW DO I CODE MY USE OF PAID PARENTAL LEAVE IN ESS?

As of July 1, 2024, the timekeeping system **does not** have a code for paid parental leave. At this time, please code paid parental leave as "Administrative Leave Taken (1027)," and add "Parental Leave" in the comments section.

This process shall be updated when a paid parental leave code within ESS is available.

July 2024



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