

## HUMAN RESOURCES BULLETIN 26-01

**TO:** All City Employees  
**FROM:** Aimee Maddera   
**DATE:** February 13, 2026  
**SUBJECT:** Paid Parental Leave Procedure for Employment Policies Section 623 – PARENTAL LEAVE

### **Purpose/Objective/Scope**

Starting February 10, 2026, the City of Oklahoma City will provide up to six (6) weeks of paid parental leave (PPL) to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption occurring on or after February 10, 2026. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. PPL will afford employees the same job protection as FMLA leave. PPL must be used within 12 (twelve) months of qualifying event.

Employees represented by a bargaining unit shall refer to the applicable Collective Bargaining Agreement for details related to Parental Leave. Employees not covered by a bargaining agreement shall refer to Employment Policies Section 623.

### **Eligibility**

Eligible employees must meet the following criteria:

- Be a full-time, regular employee of the management pay plan (part-time, temporary and/or seasonal employees and interns are not eligible for this benefit).
- Have been employed with the City for at least one (1) year and have worked at least 1250 hours in the prior year.

In addition, employees must meet one of the following criteria:

- Have given birth to a child(ren) or are a parent to a recently birthed child(ren).
- Have adopted a child(ren) age 17 or younger. The adoption of a new spouse's child(ren) is excluded from this policy.

### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth or adoption of a child/children. The fact that a multiple birth or adoption occurs (e.g.,

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the birth of twins, adoption of twins or siblings) does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. Paid Parental Leave shall be designated on an employee's timecard by a specific payroll code established by the Finance Department, Payroll Division.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth or adoption of a child(ren) 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. Any unused paid parental leave will be forfeited when the employee returns to work or at the end of the 12-month time frame.
- If both parents work for the City, they are both eligible for the full 6 weeks of Paid Parental Leave.
- Upon termination of the individual's employment from the City, the employee will not be paid for any unused paid parental leave for which the employee was eligible.

### **Coordination with Other Policies**

- PPL shall run concurrent with FMLA leave for FMLA eligible employees.
- PPL is available to all eligible employees regardless of their FMLA eligibility or ineligibility due to having previously exhausted their FMLA entitlement.
- All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The City will maintain all benefits for employees during the paid parental leave period just as if they were taking any other City paid leave such as paid vacation leave or paid sick leave.
- If a City holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- The job protection benefits afforded to employees under the FMLA shall extend to employees utilizing PPL.

## **Requests for Paid Parental Leave**

- The employee will provide their FMLA Coordinator with 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 employee must complete the necessary HR forms and provide all documentation as required by the HR Department to substantiate the request. The FMLA Coordinator will work with HR, Employee and Labor Relations Division regarding any PPL request.