

RESOLUTION

RESOLUTION APPROVING AND ADDING SECTION 623 – PARENTAL LEAVE TO THE CITY OF OKLAHOMA CITY EMPLOYMENT POLICIES.

WHEREAS, the City recognizes many advantages to offering a paid Parental Leave benefit to its Executive, Management, General Non-Represented, Municipal Counselor, and Auditor Pay Plans full-time employees; and

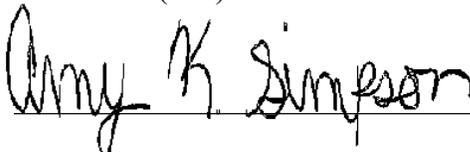
WHEREAS, such advantages included, but are not limited to talent attraction and retention, employee well-being and productivity, higher engagement, and long-term cost savings related to the same; and

WHEREAS, Section 623 – Parental Leave is in Attachment “A” of the Resolution; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of The City of Oklahoma City that the approval of Employment Policy Section 623 – Parental Leave is approved and is added to The City of Oklahoma City Employment Policies.

ADOPTED by the Council and **SIGNED** by the Mayor of The City of Oklahoma City this 10TH day of FEBRUARY, 2026.

ATTEST: (seal)



CITY CLERK





REVIEWED for form and legality.


Assistant Municipal Counselor

ATTACHMENT

“A”

SECTION 623 – PARENTAL LEAVE

Section 623.01 *Purpose* – A paid-leave benefit for full-time employees subject to these Employment Policies, and not otherwise expressly excluded from eligibility in this Section, who have been employed with the City for at least one (1) year and have worked at least 1250 hours in the prior year to care for and bond with a newborn or a newly adopted child. Neither the adoption of a new spouse’s child(ren) nor the adoption of people over age 17 are eligible for parental leave described in this Section.

Part-time, temporary and/or seasonal employees and interns are not eligible for this benefit. For employees covered by a collective bargaining agreement, the applicable collective bargaining agreement should be referred to.

Section 623.02 An eligible employee will be granted a maximum of six (6) weeks of paid parental leave per birth or adoption of a child/children. Paid parental leave must be used within 12 (twelve) months of the qualifying event. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

An eligible employee shall not 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 occurs within that 12-month time frame.

Section 623.03 Eligible employees must take paid parental leave in one continuous period of leave. If an employee terminates employment with the City, there is no payment for any unused paid parental leave for which the employee was eligible.

Section 623.04 Paid parental leave shall run concurrent with an employee’s FMLA leave, if the employee is eligible for FMLA leave. 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 workweeks during the 12-month FMLA period.

Section 623.05 An eligible employee using paid parental leave shall not engage in secondary employment while receiving paid parental leave.

Section 623.06 The job protection benefits afforded to employees under the FMLA will be extended to employees utilizing paid parental leave.

Section 623.07 When the need for paid parental leave is foreseeable, an employee should provide at least thirty (30) days’ notice prior to the proposed date of their leave (or if the leave was not foreseeable, as soon as possible) to their FMLA Coordinator.