



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Paid Parental Leave Policy

Adopted Date: October 21, 2024

I. Purpose

El Paso County is committed to creating a supportive environment for eligible County employees for the care and bonding of a child after birth, adoption, or foster placement by providing up to 160 hours of Paid Parental Leave (PPL) as described in this policy.

II. Applicability

This policy applies to regular Full-Time and regular Part-Time County employees not covered under the terms and conditions of a collective bargaining agreement.

III. Allowance

A. An eligible employee is entitled to PPL for:

1. The birth of a child by the employee or the employee's spouse
2. The birth of a child by a gestational surrogate, or
3. The adoption or foster placement of a child.

IV. Eligibility

- A. In order to be eligible for PPL an employee must apply and be approved for FMLA leave for the birth, adoption, or placement of the child.
- B. This policy applies only when a child is newly added to the household through birth, adoption, or foster care.

V. Using PPL

- A. PPL can only be used once the child is born or placed in the home.
- B. PPL can only be used during the approved FMLA time period.
- C. PPL is used concurrently with FMLA and counts towards the maximum 480 hours an employee is entitled to under the FMLA.
- D. If both parents are County employees, each is entitled 160 hours of PPL.
- E. Regular Part-Time employees will receive PPL on a prorated basis, depending on the number of hours the position is budgeted to work per week. For example, an employee who is budgeted to work 20 hours per week receives 80 hours of PPL and an employee who is budgeted to work 29 hours per week receives 116 hours of PPL.

VI. Procedures

- A. Eligible employees must code PPL in the County's time and attendance system.
- B. PPL must be used prior to other paid leaves (i.e. sick, vacation).

- C. Any unused PPL will be forfeited if not used during the approved FMLA period.
- D. Employees will not engage in any outside employment during the time they are taking PPL.

VII. Separation of Employment:

- A. Upon separation of employment with the County, employees will not be paid for any unused PPL.