



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures - 1.13 Paid Parental Leave



### PAID PARENTAL LEAVE

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Effective: June 13, 2025  
Scheduled Review: June 13, 2028  
Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

To establish the procedure for paid parental leave.

#### II. PROCESS

- A. Employees must send a written request for Paid Parental Leave to the Benefits team at least thirty (30) calendar days before Paid Parental Leave would take effect.
- B. Conditional approval will be sent to fire chief once HR Benefits team receives and approves completed Leave of Absence application.
- C. Employees must send supporting documentation to the Benefits team within thirty (30) days following the date of birth, adoption, or legal placement of a minor child.
- D. Deposit of "Paid Parental Leave" hours are deposited effective the date of birth / date of adoption.
- E. Paid Parental Leave hours are twelve (12) weeks, based on the weekly scheduled hours prior to going on leave.
- F. If leave is taken consecutively and exhausted prior to returning to work, no further action is needed.
- G. If returning to work with a balance of paid parental leave, the request to use any remaining hours must be sent to the Benefits team and the fire chief no later than two (2) weeks prior to paid parental leave request.
- H. Per HRPP 4.16 Paid Parental Leave, approval of intermittent leave will be based on business needs. All other provisions of Paid Parental Leave eligibility, usage, and process is included within HRPP 4.16 Paid Parental Leave.