

ORDINANCE NO. 2026-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, PERSONNEL SYSTEM, BY AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS, SECTION 1-50-051, PARENTAL LEAVE; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City Council has authority to approve the proposed amendments to the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The Flagstaff City Code, Chapter 1-14 *Personnel System*, is amended by adopting amendments to the Employee Handbook of Regulations ("Handbook").

The Handbook, Section 1-50-051, Parental Leave, is hereby amended as shown below (additions are shown in red text; deletions are stricken):

1-50-051 PAID PARENTAL LEAVE

The purpose of ~~p~~**Paid** Parental Leave is to provide parents with paid time off to recover from childbirth and/or to care for and bond with a newborn or Newly Placed Child.

A. Definitions

1. "**Paid** Parental Leave" is a paid leave available for benefit eligible employees who have completed six months of employment to recover from childbirth and/or to care for and bond with a newborn or Newly Placed Child.
2. "Continuous Leave" is when an employee uses **Paid** Parental Leave all at once without any interruption.
3. "Eligible Employee" is a Benefit Eligible Employee who has completed six (6) months of **continuous** employment.
4. "Newly Placed Child" is a child placement due to adoption, appointed legal guardianship, or foster care.
5. "Event" is the date of the birth or adoption, newly appointed legal guardian, stillborn or ~~live birth~~**Neonatal Death**, or foster care placement.

6. "Stillbirth" is defined as a fetal death ~~in the womb~~ after twenty (20) weeks of gestation.
7. ~~"Live Birth"~~ **Neonatal Death** is when the child is born alive and dies shortly thereafter.

B. Eligibility

1. An Eligible Employee ~~who has an Event occur during active employment on or after July 1, 2026, may use up to one hundred and sixty (160) hours of~~ **will be provided Paid Parental Leave for use in accordance with this policy as follows:-**

- a. Full-Time Employees will be provided two hundred and forty (240) hours of Paid Parental Leave.

- ~~ab.~~ Fire Suppression Employees ~~may use up to~~ **will be provided two** three hundred and ~~twenty-four~~ **thirty-six** (224**336**) hours of **Paid** Parental Leave.

- ~~bc.~~ Part-Time Employees ~~earn~~ **will be provided Paid** Parental Leave on a pro-rated basis **based on FTE status**. For example, an Eligible Employee who works twenty (20) hours per week (i.e., .5 FTE) will be **provided with** ~~eligible for a maximum of eighty~~ **one hundred and twenty** (120**80**) hours of **Paid** Parental Leave.

2. **Paid Parental Leave** may be used **by Eligible Employees** in the following circumstances: ~~for Eligible Employees.~~

- a. Birth or adoption of a child(ren).
 - b. A newly appointed legal guardian.
 - c. In cases of Stillbirth or ~~Live Birth~~ **Neonatal Death**.
 - d. Placement of a foster child(ren) ~~limited to once per year~~.

3. **Eligibility for the use of Paid Parental Leave** will begin on the date of the Event and may be used during the following twelve (12) months. **The twelve (12) month period begins on the date of the Event regardless of when the employee becomes eligible for Paid Parental Leave.** Paid Parental Leave may be used on a Continuous Leave, Intermittent Leave, or Reduced Scheduled leave ~~during for up to twelve (12) months from the date of the Event.~~ **An employee who has an Event prior to meeting the six (6) months of continuous employment requirement becomes eligible to use Paid Parental Leave at six (6) months of continuous employment and may use their Paid Parental Leave within the twelve (12) months of the Event.**

- a. Intermittent ~~Leave~~ or Reduced Scheduled **Paid** Parental Leave requires approval by the **Eligible Employee's** immediate supervisor, Section Head, Division Director, ~~Deputy City Manager's Office~~, and Human Resources/Risk Management Director or designee. The Eligible Employee should make a reasonable effort to schedule the beginning and ending times of Intermittent ~~Leave~~ or Reduced Scheduled **Paid** Parental Leave to not unduly disrupt the City's operations.

- b. When medically necessary or necessary to fulfill the legal requirements of an Event, **Paid** Parental Leave may be taken by the Eligible Employee prior to the date of the Event.

4. ~~Paid Parental Leave is available~~ **will be provided** once per Event for each Eligible Employee **but will only be provided once per year measured in a rolling twelve (12) month period from the date of the Event.** The number of children involved does not increase the length or number of hours of **Paid** Parental Leave granted for that Event.
5. **Paid** Parental Leave will be paid at one hundred percent (100%) of the Eligible Employee's hourly rate of pay.
6. Eligible Employees may use **Paid** Parental Leave in fifteen (15) minute increments.
7. Eligible Employees may combine **Paid** Parental Leave with other types of accrued leave to maximize the length of paid leave and to supplement an unpaid Family Medical Leave for birth, adoption, or foster care placement. **Available Paid** Parental Leave ~~does not have to~~ **must be exhausted-used** before the employee is eligible to use other types of accrued leave **for circumstances covered by this policy.**
8. Eligible Employees will continue to accrue other types of leave while on paid status through **Paid** Parental Leave.
9. Eligible Employees who have exhausted **Paid** Parental Leave and all other appropriate types of accrued leave may be eligible for Leave Without Pay per section 1-50-081.
10. Eligible Employees may not donate **Paid** Parental Leave not used pursuant to Donated Leave per section 1-50-100.

C. Procedures

1. An Eligible Employee shall notify their immediate supervisor of the need for **Paid** Parental Leave at least thirty (30) calendar days prior to the Event.
2. When the need for **Paid** Parental Leave is not foreseeable, the Eligible Employee must provide a minimum of one (1) Working Day of verbal notice to the immediate supervisor. In cases when the immediate supervisor cannot be reached, notice shall be given to the next level of supervision.
3. **If eligible, Family Medical Leave (FML) shall be designated, and Paid Parental Leave shall run concurrent with FML.** All **Paid** Parental Leave requests shall be supported by the appropriate documentation.
 - a. If the Eligible Employee is eligible for Family Medical Leave, the FMLA Leave Request Form ~~will~~ govern.
 - b. If the Eligible Employee is not eligible for Family Medical Leave, the Eligible Employee shall submit a **Paid** Parental Leave Request Form within three (3) Working Days from the date notice was provided to the immediate supervisor.
 - c. **Eligible Employees may be required to support their request for Paid** Parental Leave ~~must be supported~~ by a certification from a Health Care Provider or state or federal child placement agency, court order, or from the attorney in cases of private adoptions. The Eligible Employee ~~has~~ **will have** fifteen (15) calendar days to provide the appropriate

certification, ~~if requested.~~

d. All certifications will be authenticated or clarified by Human Resources, not the Eligible Employee's immediate supervisor, and used to determine if the request for absence is supported.

e. Human Resources may contact the individual or entity named in a certification for purposes of verifying the statement provided.

4. Human Resources will designate leave as ~~Paid~~ Parental Leave within five (5) business days of receiving the FMLA Leave Request Form or ~~Paid~~ Parental Leave Request Form and appropriate documentation.

5. Any health information in City possession shall be kept confidential and shall not be disclosed to anyone except to the affected employee, or except with written permission of the affected employee.

6. Human Resources will notify the ~~Eligible Employee and~~ immediate supervisor of the ~~Paid Parental Leave and request a Personnel Action Form (PAF) is completed~~ ~~approval.~~

7. ~~When using Paid Parental Leave, An~~ Eligible Employee shall submit a ~~Leave of Absence Form-request~~ to their immediate supervisor to record ~~Paid~~ Parental Leave through the City's payroll procedures.

8. All ~~Paid~~ Parental Leave shall be recorded through the City's payroll procedures using the ~~P8 hours type-appropriate~~ code.

9. In the event one or more City Holidays fall within a period of ~~Paid~~ Parental Leave, such holiday shall not be charged as ~~Paid~~ Parental Leave, provided the Eligible Employee is in pay status the day before and day after the official City holiday. The unused ~~Paid~~ Parental Leave hours shall be credited back to the Eligible Employee's accrual accordingly.

10. The City shall continue to pay the employer contribution of an Eligible Employee's group health insurance during ~~Paid~~ Parental Leave. The Eligible Employee's contribution(s) will be deducted from the Eligible Employee's pay each pay period.

D. Return to Work

1. Eligible Employees must communicate with Human Resources and the Eligible Employee's immediate supervisor regarding the Eligible Employee's intent to return to work before returning to work.

2. An Eligible Employee will return to the Eligible Employee's former position or to an equivalent position with equivalent employment, benefits, pay, and other terms and conditions of employment.

3. Human Resources will notify the immediate supervisor of the return from ~~Paid~~ Parental Leave and request a Personnel Action Form (PAF) is completed.

E. Effects of Termination of Employment

1. Eligible Employees may use **Paid** Parental Leave after submitting a notice of resignation with approval from the immediate supervisor, except for the last day of the notice period.
2. Eligible Employees who terminate employment will not be paid for any unused **Paid** Parental Leave.

SECTION 2: Penalties

Any person found in violation of any provision of the Handbook may be subject to discipline, as set forth in such Handbook and Flagstaff City Code Section 1-14-001-0001, *Personnel System Adopted*.

SECTION 3. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

SECTION 4. Severability

If any section, subsection, sentence, clause, phrase, or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 5. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 6. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 25th day of August 2026.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY