

CHILDBIRTH/ADOPTION/PATERNITY LEAVE

**SOURCE: OHIO REVISED CODE 124.136 & 124.137 AND OCSEA/AFSCME
BARGAINING UNIT AGREEMENT ARTICLE 30**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Childbirth/Adoption/Paternity Policy:

1. Employees who are compensated for 30 or more hours per week, regardless of their service time, are eligible for six weeks (42 calendar days, which includes a 14 calendar day waiting period) adoption/childbirth/paternity leave upon the birth or adoption of a child.
2. During the 14 day waiting period, employees must use up all available leave before they may go into a no-pay status. Employees using paternity or adoption leave have the option of working during the waiting period.
3. After the 14-day waiting period, employees receive 70% of their regularly scheduled wages. To supplement the 70% pay, employees may elect to work the difference (30%) or take accrued leave.
4. The eligibility date is the day the child is born or when the child has been placed into custody of the prospective parents.
5. Employees who wish to use childbirth/adoption leave must notify the Office of Employee Services before starting the 14-day waiting period and complete the Childbirth/Adoption Leave form.
6. Employees who are adopting a child may elect to receive \$2000 for adoption expenses in lieu of taking this leave benefit.
7. To initiate the \$2000 adoption expense option, employees must contact the Office of Fiscal Administration within 31 days of the court awarding permanent custody to request the money rather than time off from work.
8. With the exception of Compensatory time off, all time off (paid and non-paid) under Childbirth/Adoption/Paternity Leave shall be counted against an employee's FMLA entitlement.

9. For the duration of Childbirth/Adoption/Paternity Leave (up to 42 calendar days) an employee is eligible to receive all Employer paid benefits and accrue all forms of leave as if they were in active work status.
10. Employees are not eligible to receive Holiday pay while on childbirth /adoption leave, unless the holiday falls during the waiting period.

See: Benefits, Maternity Leave, Time Off From Work, Leave Without Pay, FMLA

11/06