

Request for Addition to the Law Enforcement Personnel Board Rules and Regulations

Shelby County Sheriff John Samaniego respectfully requests that the Law Enforcement Personnel Board consider and approve the proposed addition of **Section 8.02(z) – Parental Leave** under **Article VIII: Attendance, Leaves, Resignations, & Retirements** of the Law Enforcement Personnel Board Rules and Regulations.

This proposed addition would establish a formal paid parental leave policy for eligible employees of the Shelby County Sheriff's Office. The purpose of this policy is to provide employees with meaningful support during significant family events, including the birth or adoption of a child, as well as the unfortunate circumstances of miscarriage or stillbirth.

Sheriff Samaniego recognizes the importance of supporting employees and their families while promoting employee wellness, retention, and a healthy work-life balance. This agency-funded benefit reflects our continued commitment to the well-being of our personnel and to maintaining a supportive and competitive workplace.

The proposed language outlines employee eligibility, qualifying events, authorized leave periods, and applicable conditions to ensure the benefit is administered consistently and responsibly.

I respectfully request the Board's consideration and approval of the following addition to the Rules and Regulations:

ARTICLE VIII. ATTENDANCE, LEAVES, RESIGNATIONS, & RETIREMENTS

Section 8.02 Leave

(a) Types of Leave The following types of leave are official established: Holidays, vacation leave, sick leave, family medical leave, reserve sick leave, injury with pay leave, overtime leave, military service leave, jury duty leave, leave without pay, personal leave, administrative leave, temporary disability leave, maternity and paternity leave, and bereavement leave.

(z) Maternity and Paternity Leave

Eligible employees must be employed with the Sheriff's Office for twelve (12) consecutive months prior to the start of the requested leave. Leave will be granted at 100% of base pay for the following qualifying events:

- **Live Birth:**
 - Female Employees: Eight (8) weeks of paid leave for the birth of her child.
 - Male Employees: Two (2) weeks of paid leave for the birth of his child.
- **Miscarriage or Still Birth:**
 - Female Employees: Two (2) weeks of paid leave for the stillbirth or miscarriage of her child.

- Male Employees: Two (2) weeks of paid leave for the stillbirth or miscarriage of his child.

- **Adoptions:**

- Female Employees: Eight (8) weeks of paid leave for female employees for the adoption of a child aged three (3) or younger.

- Male Employees: Two (2) weeks of paid leave for male employees for the adoption of a child aged three (3) or younger.

- *Exception 1:* If both adoptive parents are eligible employees of this agency, one parent shall receive eight (8) weeks and the other shall receive two (2) weeks, at the choice of the parents.

- *Exception 2:* A solo adoptive parent is entitled to the full eight (8) weeks regardless of gender.

Limitations and Conditions:

- All leave must be utilized within 365 days of the qualifying event. Unused leave expires and carries no cash or retirement value.

- The employee must agree in writing to return to work for a minimum of eight (8) weeks post-leave. Failure to fulfill this 8-week commitment may subject the employee to a monetary repayment of the gross salary compensation received during the leave period, or loss of accrued leave balances to match the amount of Maternity / Paternity Leave taken.

- Paid parental leave may be taken only once in a 365-day period, regardless of multiple qualifying events.

- Parental leave runs concurrently with, and counts toward, job-protected leave under the Family and Medical Leave Act (FMLA).

- In circumstances where bereavement leave could be granted under the LEPB Rules and Regulations, bereavement leave may not be added to the leave granted under this policy for a still birth or miscarriage.

Employees must submit a formal request along with supporting documentation which will be forwarded to the “Appointing Authority” for final approval.