



Parental Leave Policy

Our goal is to help employees balance their job and family duties. BBMA will provide parental leave following the birth of an employee's child or the placement of a child with an employee through adoption.

Eligibility for Parental Leave

Full-time employees with one year of service are eligible for six weeks of parental leave at 50% of their average weekly pay. Employees may take their parental leave at any time within the first twelve (12) months following the birth or adoption of a child, or, if medically indicated or FMLA qualifying, before the birth or adoption of a child.

Employees may choose to supplement pregnancy-related leave by purchasing short-term disability (STD) coverage during open enrollment. STD coverage must be in place prior to the start of a pregnancy for the pregnancy to be covered under the plan.

Request and Process for Paid Parental Leave

- The employee will provide their supervisor with written notice of the request for leave at least six weeks prior to the proposed date of leave (if the leave was not foreseeable, written notice must be submitted as soon as possible).
- Upon approval from the HR department, the employee's supervisor will be notified.
- The approval of the request for leave will be provided in writing by the employee's supervisor to the employee within 15 days of the request.
- The employee's supervisor will enter parental leave hours in ProCare at 50% of their daily hours to be paid through payroll.
- As is the case with all company policies, BBMA has the exclusive right to change or interpret this policy.