

Administrative Order No. 5823
March 21, 2023

Effective January 1, 2023, Section 600 of the Employee Handbook entitled Leave Policy shall include guidelines for maternity/paternity leave.

Employees who are no longer on probationary status are eligible for the following in any twelve-month period for childbirth and/or adoption:

Maternity Leave	80 hours
Paternity Leave	40 hours

Any leave that is not taken within 12 weeks of childbirth/adoption will be forfeited.

Scott Brunka
City Manager

Copy: Personnel