



Date of Memo: January 15, 2024  
Current Meeting: January 18, 2024  
Board Meeting: January 25, 2024

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** Interim President/CEO Jennifer Pyrz  
**FROM:** Chief Financial Officer Bart Brown  
**SUBJECT:** Consideration and Approval of the Parental Leave Policy

---

**ACTION ITEM A – 2**

**RECOMMENDATION:**

IPTC requests the Board’s approval of a new Parental Leave policy, which will allow IPTC to align with other Indiana State and City agencies by showing support to expecting parents, becoming effective on January 1, 2024

**BACKGROUND:**

IPTC does not currently have a parental leave policy. This policy aims to assist recruitment and provide a better, more inclusive work environment for employees by providing paid leave so employees can spend time with their newborn or child placed for adoption or foster care.

This policy applies to full-time employees employed for six consecutive months or more, and all part-time employees employed for one year upon a child's birth, adoption, or foster care placement.

Current full-time eligible employees may request and receive up to 240 hours of paid parental leave upon a child's birth, adoption, or foster care placement to facilitate opportunities for such family time. Part-time eligible employees may request up to 120 hours of paid parental leave. New employees who do not qualify for Family Medical Leave (FML) will be allowed to use the parental leave benefit IF they have been at IPTC for more than six months.

Employees are responsible for:

- Notifying their supervisor and the Department of People and Teammate Experience in advance that a child's birth, adoption, or foster care placement is anticipated and providing an estimated time frame.
- Requesting parental leave at least (30) days in advance. When a (30) day notice is not possible, the employee must provide notice as soon as practicable and include an explanation of the reason for the delay.
- Applying for Family Medical Leave, if eligible.
- Submitting supporting documentation, such as a birth announcement, confirmation from a doctor, hospital, governmental entity, or document placing the child with an employee for adoption (as described in the definition of placement for adoption). The name of the employee must appear on the birth certificate, a legal document establishing paternity, an adoption agreement, or other legal document establishing lawful adoption or foster care placement. In situations where a legal document cannot be provided at the time of birth or adoption or within the required time or a reasonable time, thereafter, leave approval will be considered on a case-by-case basis.

- Designating absences on the timesheet as parental leave, tracking usage of parental leave, and not using more parental leave than is authorized.
- Meeting with their supervisor to give regular status updates on their workload and projects in advance of a planned leave and discussing plans for handling those during their absence.
- Notifying their supervisor and the Department of People and Teammate Experience at least two business days before they anticipate returning to work.

An employee's failure to comply with the procedures listed may result in the delay or denial of parental leave and designation as being on unauthorized leave.

**DISCUSSION:**

IPTC staff have developed this policy to align with the other Indiana city and state agencies. This policy will be placed in the IPTC Employee Handbook, IndyGo HUB, and discussed during new hire orientation. Additionally, the policy will be sent to all teammates via email.

**ALTERNATIVES:**

The IPTC Board of Directors could choose not to approve this action at this time, and IPTC would continue without a policy. Without this policy, eligible employees could use unpaid FML for pregnancy and parental leave under the Family and Medical Leave Act, and could combine that with available accrued vacation, sick, and/or personal leave for pregnancy and parenting to receive compensation during their leave. Employees ineligible under FML must use available accrued vacation, sick, and/or personal leave for pregnancy and parenting.

**FISCAL IMPACT:**

The fiscal impact is expected to be minimal. Employees using leave would get the same pay they currently receive throughout the period they would be off work.

**DBE/XBE DECLARATION:**

Non-Applicable

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Service Committee on January 18, 2024 and is recommended to be placed on the Consent Agenda.