

# City of Fort Worth Human Resources Department

**SUBJECT:** MATERNITY LEAVE POLICY

**Effective Date:**  
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**Updated:**  
N/A

**Review Date:**  
Annual Review

**Prepared By:** Human Resources  
Business Partners Division

**Approved by Human Resources Director:**



Diana M. Giordano (Nov 30, 2023 13:26 CST)

## Maternity Leave Policy

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### Purpose and Introduction

Flexible and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. The City of Fort Worth provides paid maternity leave to employees following the birth of an employee's child to allow for the birthing parent to recover from the birthing process.

### Eligibility:

To be eligible for Maternity Leave, an employee must be postpartum, recovering from the birth of a child through vaginal or cesarean (c-section) delivery, and must meet the following criteria:

- Have been employed with the City for at least 12 months (the 12 months do not need to be consecutive); and
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin; and
- Be regularly scheduled to work 20 or more hours per week in a full-time or reduced-schedule position.

Temporary or seasonal employees and interns are not eligible for Maternity Leave.

### Amount, Time Frame and Duration of Paid Maternity Leave:

- The City of Fort Worth provides up to six (6) weeks of continuous paid maternity leave for an employee postpartum to recover from a vaginal or c-section birth.
- The maximum amount of maternity leave is six (6) weeks per birthing event, regardless of the method of giving birth.
- The six (6) weeks must be taken continuously starting with the birth date. Leave cannot be used on an intermittent basis.
- If the employee decides to return to work prior to the end of the 6-week period, the employee will forfeit the remaining balance of maternity leave for the birthing event.

- In the event the employee needs additional time to recover beyond the 6-week period, the employee may use other applicable paid leave time, including paid parental leave time, if available.
- Each week of paid maternity leave is compensated at 100 percent of the employee's regular base salary, straight-time weekly pay. Paid maternity leave will be paid on a biweekly basis on regularly scheduled pay dates.

#### **Coordination with Other Policies:**

- The City of Fort Worth will maintain all existing benefits for employees during the paid maternity leave period just as if the employee were taking any other paid leave.
- If a City holiday occurs during the paid maternity leave period, the holiday will be charged to holiday pay; however, such holiday will not extend the total paid maternity leave entitlement period.
- Employees are not required to exhaust any personal leave before taking paid maternity leave.
- Should the employee elect paid parental leave following the birth of a child, maternity leave will be exhausted first, followed by paid parental leave.
- Employees utilizing paid maternity leave are not permitted to engage in secondary employment during their regularly scheduled work hours.
- Under no circumstances will an employee be authorized for more than 6 weeks of paid maternity leave per birthing event.

#### **Request for Paid Maternity Leave:**

- Requests for Paid Maternity Leave shall be made in the same manner as a request for Paid Parental Leave. The employee must submit their FMLA request to the City's FMLA administration vendor within 30 days prior to the proposed date of leave (or as soon as possible after the need for leave is known). The employee must complete the necessary forms and provide all documentation as required by the City of Fort Worth or the City of Fort Worth's FMLA vendor to substantiate the request for Paid Maternity Leave.
- Paid Maternity Leave runs concurrently with FMLA leave; however, if an employee has exhausted all available FMLA leave prior to the birth, the employee is still eligible for six (6) weeks of Paid Maternity Leave provided that the employee meets the above eligibility criteria.
- The decision regarding the request for FMLA will be provided in writing by the City's FMLA vendor within 15 days of the request.
- The City of Fort Worth has the exclusive right to interpret this policy.

### **Paid Maternity Leave Processing:**

- The Paid Maternity Leave will be managed internally by the City.
- Employees contact the FMLA administrator to open an FMLA case.
- Employees will not need to discuss Paid Maternity Leave with or seek approval from the administrator. The employee will only need to open an FMLA case.
- The employee will then work with their Department's MRC on the coordination of utilizing the Paid Maternity Leave.
- The MRC verifies if employee meets the FMLA requirement of the Maternity Leave by verifying that the employee is approved for FMLA for a qualifying reason which is listed in the Maternity Leave Policy.
- The MRC determines if employee meets other eligibility requirements for Paid Maternity Leave.
- Upon verification, the MRC will work with the Department's HRC to do a person ePAR placing the employee on paid leave of absence. The Action/Reason will be Paid Leave of Absence/Maternity Leave (PLA/PML).
- The MRC will include the number of hours to grant the employee in the comment box.
- Following department approval, the ePAR will be routed to HR Records to process the ePAR and request T&L to grant hours for the employee.

Questions about entering this leave may be submitted to the TLAB team at:

[zz\\_HRD\\_TLAB\\_Team@fortworthtexas.gov](mailto:zz_HRD_TLAB_Team@fortworthtexas.gov).