

## **Town of Nags Head**

Post Office Box 99  
Nags Head, NC 27959  
Telephone 252-441-5508  
Fax 252-441-0776  
[www.nagsheadnc.gov](http://www.nagsheadnc.gov)

### **Board of Commissioners Policy**

## **Paid Parental Leave**

Adopted August 2, 2023

The Town of Nags Head encourages employees to take time away from work to bond and care for a newborn, newly adopted child, or newly placed child for foster care. A regular full-time employee who has been employed with the Town for at least 12 months and who is eligible for and approved for Family Medical Leave (FMLA) may request up to 6 weeks of paid parental leave. Paid parental leave must be used within 12 months of the date of the qualifying event and must be used in one-week increments.

The following are qualifying events:

- Birth of a child of the employee;
- The legal placement of a child with the employee for adoption or foster care

The amount of paid parental leave for any one person shall not exceed 6 weeks in a rolling 12-month period. If both parents are employed by the Town and have 1 qualifying event, each parent is eligible for the 3 weeks of paid parental leave. Paid parental leave shall run concurrently with FMLA. After paid parental leave has been exhausted, employees shall use other appropriate forms of accrued leave before requesting leave without pay, in accordance with the Town's FMLA policy. Unused paid parental leave will not be paid out in the event of a separation of employment.

An employee who fails to remain in an active status for a minimum of 12 months after returning from paid parental leave/leave of absence will be required to reimburse the Town for any paid parental leave received. The value of the paid parental leave received will be deducted from the employee's final paycheck, including any vacation leave to be paid out. Any remaining balance must be repaid to the Town within 1 week of separation.