

City & Borough of Juneau

Paid Parental Leave



The City & Borough of Juneau is proud to announce the addition of Paid Parental Leave in conjunction with Family Medical Leave for employees expecting a newborn, newly adopted or newly placed child.

On or after July 1, 2023, full or part-time City & Borough of Juneau employees who have given birth, need to care for, adopted or received placement of a child, may be eligible to receive up to six weeks of paid leave to allow the employee to care for and bond with the child.

Paid Parental Leave runs concurrently with FMLA leave. City & Borough of Juneau employees must be eligible for FMLA leave before they can be approved for Paid Parental Leave.

1. What is paid parental leave?

Paid parental leave is a policy that allows eligible employees to take time off from work with pay following the birth of an employee's child or the placement of a child with an employee in connection with adoption, foster care, or legal guardianship. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

2. Who is eligible for paid parental leave?

Employees must work in a benefitted position to be eligible for paid parental leave. Eligibility for paid parental leave shall be the same as the eligibility criteria articulated in CBJ Family/Medical Leave Administrative Policy 19-01, or the successor policy(ies). Paid parental leave will run concurrently with FMLA/AFLA leave use. The paid parental leave benefit will be reduced on a pro-rated basis for an employee in a part-time benefitted position.

3. What if both parents are City employees? Can both take Paid Parental Leave at the same time?

If both parents are employees of the City & Borough of Juneau, only one parent may take the full 6-week entitlement, or they may share the entitlement evenly not to exceed 6 weeks.

4. How long does paid parental leave last?

Paid parental leave is equal to six (6) calendar weeks and must be used prior to any other types of paid leave.

5. How is paid parental leave paid for?

Paid parental leave will be funded by the CBJ.

6. What if I do not use all of my 6 weeks of Paid Parental Leave?

Paid parental leave has no cash value and unused paid parental leave will be forfeited at the end of the 6-month timeframe. Upon termination of employment with the CBJ, the employee will not be paid for any unused paid parental leave for which the employee was eligible.

7. When can I take paid parental leave?

Employees must take paid parental leave in one continuous period of leave for the employee's entire work schedule. Intermittent paid parental leave is not permitted. Approved paid parental leave may be taken at any time during the six-month period immediately following the qualifying event and must be concluded within this six-month period.

8. Can I take paid parental leave for multiple children?

Yes, however you will only be eligible for one block of 6 weeks within a 12-month period.

9. What if I am adopting a child? Am I still eligible for paid parental leave?

Yes, the CBJ Paid Parental Leave applies to birth of a child or placement of a child through adoption, foster care or legal guardianship.

10. What is the definition of a child for paid parental leave?

A child is defined as the biological, adoptive, or foster son or daughter, or legal ward of the employee who is under the age of 18 years.

11. What steps do I need to take to apply for paid parental leave?

To apply for paid parental leave, you are required to inform your supervisor within 30 days of the need to take leave or as soon as you reasonably know. You should submit a FML request through WAM in UKG and complete the CBJ-provided Paid Parental Leave Form. Paid Parental Leave will be applied to timecards by the leave administrator once the leave request is received in WAM.

12. Is paid parental leave the same as Family and Medical Leave Act (FMLA) leave?

No, paid parental leave and FMLA are separate policies. FMLA provides eligible employees with job-protected unpaid leave for specific family or medical reasons, including the birth or adoption of a child. Paid parental leave, on the other hand, offers compensation during the leave period. The two leaves run concurrently.

13. Can I combine paid parental leave with other types of leave, like personal or comp time?

Six (6) weeks of paid parental leave is provided in addition to accrued personal leave. Personal leave will continue to accrue during the period of paid parental leave, and an employee may not use personal leave concurrently with paid parental leave. However, once they exhaust the six-week paid entitlement they may use personal, comp time or donated leave if they desire to remain out on the parental bonding family medical leave.

14. What happens to my benefits while on paid parental leave?

You will continue to be covered by benefits while on paid parental leave. You continue to be responsible for your employee costs for the benefits you are enrolled in.

15. Is paid parental leave taxable income?

Each week of paid parental leave is compensated at the employee's regular, straight-time weekly pay or equivalent weekly salary and will be paid on the biweekly pay schedule. Employee paid benefits and taxes will be deducted as usual.

16. What if I have other questions about Paid Parental Leave?

Questions regarding Paid Parental Leave can be emailed to: cbjleaveadmin@juneau.gov or Human.Resources@juneau.gov or call Human Resources at 907-586-5250