



Pregnancy-Related Medical Leave

Last, First (please print)

Employee ID

Department

Hire Date

Work Phone

Request Date

Dates requested: Starting _____ Ending _____

The City of Missoula Pregnancy-Related Medical Leave (PRML) provides a six-week (240 hours) pregnancy-related medical leave for eligible employees. Pregnancy-related medical leave is defined as “leave related to any physical limitations imposed by pregnancy or childbirth”.

All regular and seasonal full-time and part-time employees who have been employed by the City for 90 days are eligible for Pregnancy-Related Medical Leave. Part-time employees’ pay during this leave will be prorated based on the average weekly hours worked in the previous six-weeks the employee worked. Eligible employees are entitled to a maximum of six continuous weeks (240 hours) of PRML in a twelve month period. PRML may be the basis for extending a probationary period.

Pregnancy-Related Medical Leave must be taken continuously following the birth of a child. PRML is not to be used intermittently or on a reduced schedule. PMRL will run concurrently with Family Medical Leave (FML) for employees eligible for the use of FML. Employees may use their accrued sick or vacation leave, or accrued compensatory time once Pregnancy-Related Medical Leave is exhausted. Employees eligible for PRML and FML may ask for donated leave once their personal leave banks are exhausted. Pregnancy-Related Medical Leave provides employees the same protections as Family Medical Leave. The City will continue to pay health plan benefits during Pregnancy-Related Medical Leave. Employees will continue to accrue sick and vacation leave on PRML hours. Employees will receive their current hourly rate of pay. If a holiday falls within an employees’ leave, the employee will receive holiday pay. The holiday pay will count toward the 240 hours of PRML. There is no limit on the number of Pregnancy-Related Medical Leaves an employee may take during their employment with the City of Missoula.

Any requests for exceptions to the policy must be submitted in writing to the Director of Human Resources.

Employees must request the use Pregnancy-Related Medical Leave to their supervisor 30 days prior to the anticipated beginning of leave by submitting a Paid Parental Leave Request Form. In an unforeseeable or emergency situation, the employee must give notice as soon possible and practical.

If an employee fails to return to work at the end of their leave, the City may recover the value of the Pregnancy-Related Medical Leave.

Employee’s Signature

Date

Human Resources/Department Approval

Date

Date approval letter sent

HRIS entry