



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, MAY 20, 2025, 5:30 PM

### MEETING DETAILS

Virtual: [Teams Meeting](#), Call in: 1-802-440-1368, Meeting ID: 382 346 158#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

### MEETING AGENDA

- 5:30 CALL TO ORDER & INTRODUCTIONS
- 5:31 APPROVAL OF MAY 20<sup>TH</sup> AGENDA
- 5:33 APPROVAL OF APRIL 7<sup>TH</sup> MINUTES
- 5:35 OPEN TO THE PUBLIC
- 5:40 APPROVE PARENTAL LEAVE POLICY
- 6:00 ADJOURN

Questions? Need special accommodations?  
Contact: Devon Neary at [devon@rutlandrpc.org](mailto:devon@rutlandrpc.org) or (802) 775-0871.

## **Parental Leave Policy**

### **Purpose/Objective**

The RRPC will provide up to 4 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. 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. This policy will run concurrently with Vermont Parental and Family Leave (VPFL) leave, as applicable. This policy will be in effect for births, adoptions, or placements of foster children occurring on or after May 21, 2025.

### **Eligibility**

Eligible employees must meet the following criteria:

- Have been employed with the Commission for at least 12 months as a full-time employee (the 12 months do not need to be consecutive).
- Be a full-time, regular employee (part-time or limited-status employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

### **Amount, Time Frame, and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of 4 weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. Paid parental leave will be subject to all usual wage and benefit withholdings.

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 6-month time frame.
- In the event of a female employee who herself has given birth, the 4 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth, so long as the short term disability and paid parental leave do not extend beyond six months from the birth or placement of the child.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 6-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the Commission, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

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

- Paid parental leave taken under this policy will run concurrently with leave under the VPFL; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or due to adoption or foster care will be counted toward the 12 weeks of available VPFL leave per rolling 12-month period. All other requirements and provisions under the VPFL will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the VPFL or this policy exceed 12 weeks during the 12-month VPFL period. Please refer to the Vermont Parental and Family Leave policy for further guidance on the VPFL.