

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

ORDINANCE NO. 2025-003

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADDING SECTION 2.52.686 TO THE MUNICIPAL CODE TO ESTABLISH A PAID PARENTAL LEAVE BENEFIT FOR CITY EMPLOYEES

WHEREAS, the City of Carmel-by-the-Sea seeks to support its workforce by offering modern, family-supportive benefits; and

WHEREAS, parental leave policies have been demonstrated to increase employee retention, productivity, and overall job satisfaction, while fostering a diverse and inclusive work environment; and

WHEREAS, the addition of Paid Parental Leave will help the City recruit and retain young professionals and provide a competitive advantage over other public sector employers in the Monterey Peninsula; and

WHEREAS, the City recognizes Paid Parental Leave's intrinsic value for both current employees and future hires; and

WHEREAS, it is in the best interest of the City to codify Paid Parental Leave as a municipal benefit available to eligible City employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds that the above recitals are true and correct and material to the adoption of this Ordinance.

SECTION 2. Determinations. Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

Municipal Code Section 2.52.686 (Paid Parental Leave) is hereby added to the City Municipal Code as set forth in Exhibit A attached hereto and hereby incorporated by this reference.

SECTION 3. Severability. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining sections, subsections, provisions, sentences, clauses, phrases or words of this Ordinance.

EXHIBIT A

2.52.686 Paid Parental Leave.

Employees who have completed twelve (12) months of full-time employment with the City shall be eligible for parental leave with pay of up to eight (8) weeks, or a maximum of 320 hours of paid leave (prorated based on FTE), once per event, once per 12-month rolling time frame. The purpose of Paid Parental Leave (PPL) is to enable the employee to care for and bond with a newborn or newly adopted or placement of a foster child with the employee.

Paid Parental Leave coverage and guidelines:

- a) Approved PPL may be taken at any time during the 12 month period immediately following the birth, adoption or placement.
- b) PPL has no accrual or payout value. Any unused PPL will be forfeited at the end of the 12 month period following the birth of a child, adoption, or placement.
- c) PPL may be taken consecutively or intermittently in minimum increments of 40 hours following the birth, adoption, or placement of a child. This leave shall run concurrently with Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) and subject to the same request and reporting requirements.
- d) If observed City holidays occur while the employee is on an approved PPL, holiday/s will count towards such paid leave.
- e) The employee must submit a request to the Human Resources Department (HR) with at least 30 days in advance of their need for parental leave, or as soon as possible. The employee must complete the necessary HR forms and all documentation as required by the HR department to substantiate the request.
- f) PPL shall not be reduced by any payment received by the employee from a Federal, State or other local government agency (e.g. State Disability Insurance, Paid Family Leave). If an employee becomes eligible for such benefits, the City's PPL will be used to supplement any partial wage replacement, up to the employee's regular pay, and may extend the duration of leave beyond the 12 weeks allowed under FMLA/CFRA for a period not to exceed 16 weeks.
- g) The City Administrator has full discretion to interpret this policy. In the event that new federal, state, or local laws expand or introduce parental leave benefits, the City will review this policy and may seek modifications by bringing it to the City Council for review and approval.

SECTION 4. **Effective Date.** This ordinance is effective thirty (30) days after its adoption.

SECTION 5. **Codification.** The City Clerk is hereby authorized and directed to codify the provisions of Exhibit A of this Ordinance into the Carmel-by-the-Sea Municipal Code.

INTRODUCED at a Regular City Council Meeting on June 3, 2025, and a subsequent meeting on July 1, 2025.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 5th day of August 2025, by the following vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:


Dale Byrne, Mayor

ATTEST


Nova Romero, MMC, City Clerk

