


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "MATERNITY DUTY / PAID PARENTAL LEAVE OF ABSENCE / LACTATION BREAKS"		ORDER NUMBER: 28-10
		PLEAC STANDARD: NONE		PAGE 1 OF 3
ISSUE DATE: 9/26/2023	EFFECTIVE DATE: 3/15/2012	ANNUAL REVIEW DATE: MARCH	RESCINDS: ALL PREVIOUS	AMENDS: ALL PREVIOUS

1.0 POLICY/PURPOSE:

- 1.1 It shall be the policy of the Pittsburgh Bureau of Police to allow a member or employee who is pregnant to continue to work, with the permission of their physician.
 - 1.1.1 It is the policy of the Pittsburgh Bureau of Police to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for their infant nursing child for up to one year after the child's birth (29 USC § 207).
- 1.2 The purpose of this General Order is to provide guidance on the procedures for requesting Maternity Duty and assignment guidelines while on Maternity Duty and guidance for requesting Paid Parental Leave.

See also General Order 28-9 General Leaves of Absence.

2.0 NOTIFICATION REQUIREMENT/PROCEDURE FOR MATERNITY DUTY

- 2.1 Any officer who has confirmed their pregnancy with a medical doctor, is eligible for Maternity Duty.
- 2.2 Officers must submit a special with a medical release from their physician confirming their pregnancy status and tentative due date to their Commander, with a copy forwarded to their respective Assistant Chief.
- 2.3 Upon proper notification of their ~~her~~ pregnancy status, the Commander will assign the officer to Maternity Duty. Officers assigned to Maternity Duty will wear civilian clothes consistent with GO 21-2 "*Appearance of Non-Uniformed Members.*"
- 2.4 Officers not wearing the official Pittsburgh Bureau of Police uniform due to Maternity Duty are ***not*** permitted to work secondary employment details.
- 2.5 Officers assigned to Maternity Duty will be given their same shift and pass days unless the officer's physician does not recommend such a shift.
- 2.6 Officers assigned to Maternity Duty will perform alternative duties such as assisting with answering phones, taking walk-in reports, addressing community concerns, and any other alternative duties designated by the Commander.

3.0 PAID PARENTAL LEAVE OF ABSENCE

- 3.1 In order to be eligible for paid parental leave, a full-time employee with the City of Pittsburgh must have (1) worked for the City of Pittsburgh for at least twelve months, and (2) worked at least 1,250 hours during the twelve-month period preceding the leave or be a sworn member of the Fraternal Order of Police Lodge #1.
 - 3.1.1 Paid Parental Leave under the terms of this policy is available to eligible employees for one or more of the following qualifying reasons:
 - 3.1.1.1 Due to the birth of child/children of the employee, or to care for the newborn child/children (within one year of birth);
 - 3.1.1.2 Due to the placement of a child/children with the employee for adoption or foster care, or to care for the newly placed child/children (within one year of placement).

SUBJECT: “MATERNITY DUTY / PAID PARENTAL LEAVE OF ABSENCE / LACTATION BREAKS”	ORDER NUMBER: 28-10	PAGE 2 OF 3
--	--------------------------------------	--------------------

- 3.2 Officers or other employees are eligible to request a Paid Parental Leave of Absence within twelve (12) months of the date of birth, adoption or fostering. Officers or other employees are required to complete and submit the appropriate leave of absence paperwork for any absence of more than five (5) workdays in accordance with the City of Pittsburgh’s Employee Leave of Absence policy.
- 3.3 Officers and other employees will be provided up to six (6) consecutive weeks of Paid Parental Leave to an eligible parent following the birth or adoption or fostering of a child/children. Pay during leave shall be 100% of an employee’s base rate at full-time, or 40 hours per week. Employees are not required to expend available benefited time before Paid Parental Leave (i.e. vacation, personal or compensatory).
- 3.4 Officers and other employees will continue accruing vacation and personal days during the duration of a Paid Parental Leave. Pension deductions will also continue during this time frame.
- 3.5 Paid Parental Leave of six (6) consecutive weeks shall run concurrent with the terms of the Family Medical Leave Act of 1993 (FMLA), in order to conclude the remainder of the total amount of leave time available by federal, state and local law as detailed in Section 4.0 of this policy.
- 3.6 The leave shall conform to current Civil Service Commission regulations. The City of Pittsburgh’s Policy on “Paid Parental Leave of Absence” can be found here: Department of Human Resources & Civil Service Policies

4.0 CONCURRENT PAID PARENTAL & FMLA LEAVE GUIDELINES

- 4.1 Paid Parental Leave provides eligible and qualified employees with up to six (6) weeks of paid leave. For the duration of the employee’s leave, their job will be protected, and their health care benefits will continue. An employee’s absence will begin to count toward their entitlement on the first day of the leave.
- 4.2 Under the terms of the Family Medical Leave Act of 1993 (FMLA), eligible employees shall be entitled to a total of twelve (12) weeks of leave in a rolling twelve (12) month period. In order to determine how many weeks of FMLA leave is available, The Standard will look back over the past twelve (12) months to determine how much, if any, of the employee’s twelve (12) week FMLA entitlement has already been used including the six (6) consecutive weeks of Paid Parental Leave. If the employee has used a portion of their FMLA entitlement in the previous twelve (12) months, they shall be entitled to take whatever portion of the twelve (12) weeks that remains available in combination with six (6) consecutive weeks of Paid Parental Leave.
- 4.3 It is important to note that FMLA leave will run concurrently with other paid leave unless the employees’ collective bargaining agreement provides otherwise. If an employee is eligible for short-term disability benefits, their paid leave under either program will also be counted toward their twelve (12) week entitlement.
- 4.4 For the duration of FMLA leave guidelines, please reference the City of Pittsburgh’s, “Employee Leave of Absence policy,” which can be found here: Department of Human Resources & Civil Service Policies.

5.0 LACTATION BREAK TIME

- 5.1 A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). Lactation breaks should be for a reasonable period of time. Lactation breaks, if feasible, should be taken at the same time as the members’ regularly scheduled rest or meal periods. A reasonable effort will be made to provide additional time beyond authorized breaks.
- 5.2 Members desiring to take a lactation break shall notify a supervisor prior to taking such a break. Such breaks may be delayed if they seriously disrupt Bureau operations.
- 5.3 Under no circumstances shall a reasonable request or accommodation for a lactation break be denied by a supervisor absent an emergency or exigent circumstances. Any supervisor not approving a lactation break shall ensure the

SUBJECT: "MATERNITY DUTY / PAID PARENTAL LEAVE OF ABSENCE / LACTATION BREAKS"	ORDER NUMBER: 28-10	PAGE 3 OF 3
--	-------------------------------	--------------------

requesting officer is made aware of that decision and the denying supervisor's reasoning. That supervisor will then document that information in a special report to the Chief of Professional Standards or their designee and will notify the Department of Human Resources and Civil Service and the Office of The Director of Public Safety.

- 5.3 Once a lactation break has been approved, the break shall not be interrupted except for emergency or exigent circumstances.

6.0 PRIVATE LOCATION

- 6.1 The Bureau will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such a room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).
- 6.2 Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members shall avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

7.0 STORAGE OF EXPRESSED MILK

- 7.1 Any member storing expressed milk in any authorized refrigerated area within the Bureau shall clearly label it as such and shall remove it when the member's shift ends.

Approved By:



Larry R. Sciroto
Chief of Police