

Appendix XV:

Village of Oak Park Personnel Manual

Adopted: Resolution No. 26-251

Date: July 28, 2026

Neonatal Intensive Care Unit Leave Policy

Section 1. Purpose. This Neonatal Intensive Care Unit Leave Policy ("Policy") describes the manner in which the Village of Oak Park ("Village") administers employee leave taken under the Neonatal Intensive Care Unit ("NICU") Leave, and includes eligibility for leave, approval of such leave, employee and Village responsibilities and communications while an employee is on leave, the use of accrued leave and other benefit time, the recording of an employee's status for payroll purposes while on leave, continuation of insurance benefits while on leave and required communications between the employee and the Village during leave.

Section 2. Village Policy. The Village is committed to compliance with the Neonatal Intensive Care Unit Leave effective June 1, 2026. The NICU Leave allows eligible employees to take up to 20 days of job-protected NICU leave.

Section 3. Eligibility. Employees are eligible for NICU Leave if their child is admitted to a NICU.

Section 4. Amount of Leave. Employees may take up to twenty (20) workdays of unpaid, job-protected NICU leave. Leave is limited to the duration of the child's NICU stay or the maximum leave amount, whichever is less.

Section 5: Relationship to FMLA and Other Leave. NICU Leave is separate from and in addition to leave available under the federal Family and Medical Leave Act (FMLA). Employees may elect to substitute accrued paid leave, including: vacation, personal days, sick leave, compensatory time and floating holidays. The Village of Oak Park will not require employees to use paid leave before using NICU Leave.

Section 6. Use of Leave. NICU Leave may be taken:

- a. Continuously; or
- b. Intermittently in increments of no less than two (2) hours.

Section 7. Documentation. The Village of Oak Park may require reasonable documentation verifying;

- a. The child's admission to a NICU; and
- b. The duration of the NICU stay

Employees are not required to provide any information protected by HIPAA, but may provide suitable documentation demonstrating admission and length of stay.

Acceptable documentation may include:

- a. Hospital admission records;
- b. Physician certification; or
- c. Other medical verification

Medical information shall be maintained confidentially.

Section 8. Benefits During Leave. During approved NICU Leave:

- a. Employees may continue Health insurance benefits until the same conditions applicable to other approved unpaid leave.
- b. Employees remain responsible for any required employee premium contributions.

Section 9. Job Restoration. Upon return from NICU Leave, employees will be restored to:

- a. Their original position; or
- b. An equivalent position with equivalent pay, benefits and terms of employment.

Section 10. Non-Retaliation. The Village of Oak Park prohibits retaliation, discrimination, or adverse action against any employee for:

- a. Requesting NICU Leave
- b. Taking NICU Leave; or
- c. Exercising rights under this policy

Section 11. Administration. The Human Resources Department shall administer this policy and may issue procedures and forms necessary for implementation. Questions regarding this policy should be directed to Human Resources.