

City of New Orleans
Agreement to Complete 12-Week Work Obligation
Following Use of Paid Parental Leave

I, _____, understand that the usage of paid parental leave requires that I complete a 12-week work obligation with the City of New Orleans (City) when I conclude using paid parental leave granted in connection with the birth or placement (for adoption or foster care) of my child.

I agree to return to work and complete the required 12 weeks of work.

I understand that the required 12-week work obligation is fixed and not proportionally reduced if I use less than 12 weeks of paid parental leave. I understand that only actual work periods when I am on duty will count toward the 12-week work obligation. I understand that periods of leave (paid or unpaid) and time off (including holiday time off) do not count towards the completion of the 12-week work obligation.

I understand that only work performed after use of paid parental leave concludes counts toward the 12-week work obligation. I understand that any period(s) of work during intermittent usage of paid parental leave (i.e., work performed prior to the conclusion of the use of paid parental leave) does not count toward the 12-week work obligation.

I understand that, if I fail to return to work and fully complete the required 12-week work obligation, the City may require a reimbursement equal in amount to the total amount of any City contributions paid on my behalf to maintain my health insurance coverage, unless I meet conditions that allow for a waiver of such reimbursement requirements. If I do not meet those conditions and the City determines that reimbursement must be made, I understand that the City will seek collection of the full amount and that there is no partial waiver of the amount owed.

I understand that, if I separate from the City's employment before completing the 12-week obligation, such separation is considered to be a failure to meet that obligation. I understand that, in that circumstance, I will not be allowed to complete the work obligation at a later time.

If the City determines that the reimbursement requirement applies, I agree to make the required reimbursement to the City and to permit offset of payments to recover the amount owed. However, I reserve the right to challenge the City's decision through any applicable administrative or judicial process and to seek return of any amounts erroneously collected from me.

Employee's Signature _____ Date: _____

Note: Employee's paid parental leave request must be attached to this work obligation agreement.