Paid Parental Leave Procedures

ELIGIBILITY TO RECEIVE PAID LEAVE

An employee requesting employer paid parental leave following the birth or adoption of a child or children may receive up to thirty-five (35) employer-paid consecutive contract workdays. This applies immediately following the birth or adoption of the child or children. If both parents are District employees, both can request thirty-five (35) paid consecutive contract workdays to use individually. An employee may use their own accrued leave days beyond the thirty-five (35) days provided by the Board when the need is verified by a physician's statement.

PROCESS REQUIRED

The recipient of the employer paid leave must submit to the Benefits Department within thirty-five (35) days of birth/adoption a front and back, completed and physician signed copy of the footprint card issued by the hospital or present a copy of the birth certificate. The name of the employee requesting the leave must be on submitted documentation. For adoptions, recipients of the paid leave must submit to the Benefits Department a copy of the legal adoption agreement signed and dated by a judge within thirty-five (35) days of the judge's signature date.

GUIDELINES

Recipient must adhere to the following:

1. Paid parental leave is limited to one (1) set of thirty-five (35) paid consecutive contract workdays per fiscal year.

2. If the recipient files and is approved for FMLA, it will run concurrently with the paid birth/adoption leave. (03.12322, 03.22322)

3. If both parents are District employees, both can request thirty-five (35) paid consecutive contract workdays to use individually but both parents must use immediately following the birth or adoption of the child or children. Both parents must use the leave concurrently.

4. If the employee(s) name is not listed on the birth certificate, footprint card, or adoption agreement, paid parental leave will not be granted.

5. If documentation validating birth/adoption of the child or children is not submitted to the Benefits Department within thirty-five (35) days of the event, paid parental leave will not be granted.

6. Employees with a less than year-round work calendar must submit a physician's statement to use paid parental leave at the start of the work calendar if birth or adoption takes place during non-contract workdays.

   (See examples below.)

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EXAMPLE: An employee's spouse has babies when school is out for summer break and the physician statement orders the employee to be out for thirty-five (35) days. *Mr. Roberts', a bus driver whose work calendar begins on August 5th, spouse has twin babies on July 25th. The submitted physician statement indicated a bonding period of thirty-five (35) days. This resulted in twenty-eight (28) days being employer paid since seven (7) of the thirty-five (35) ordered by the physician began before his calendar began.* Employer paid days are pro-rated and the employee is allotted the remainder of the thirty-five (35) days after birth/adoption unless the physician statement orders more than the thirty-five (35) day employer paid parental leave.

EXAMPLE: An employee has a baby when school is out for summer break. Physician's statement will determine whether the thirty-five (35) days leave is applicable and must order the employee to be out for recovery thirty-five (35) days past the start of the work calendar. *Ms. Mullins, a teacher whose work calendar begins August 5th has a baby on June 2nd. The submitted physician statement indicates a recovery period that extends past the start of the work calendar. e.g., June 3rd-Sept. 20th.* With the physician statement, the employee would be eligible to use the thirty-five (35) days of paid parental leave and then use their employee leave time.

EXAMPLE: *Ms. Sterling, a teacher whose work calendar also begins August 5th has a baby on June 3rd. Her physician's statement states she needs June 2-August 2.* Ms. Sterling would not be eligible to use the thirty-five (35) days of paid parental leave.

ELIGIBILITY TO RECEIVE UNPAID LEAVE

Following paid parental leave, an employee may request additional leave, unpaid or with use of employee accrued leave time, with a physician statement or with completed FMLA application.

PROCESS REQUIRED

Medical documentation or completed FMLA application must be submitted to the Benefits Department prior to lapse of thirty-five (35) paid parental days.

The parent of a newborn or the employee who adopts a child or children shall, upon request, be granted unpaid leave of absence not to exceed the remainder of the semester in which the birth or placement occurred. Thereafter, leave may be extended in increments of one (1) semester, not to exceed two (2) consecutive school years. If an employee has accrued leave time available, those will be used during approved leave before unpaid leave begins. Employees utilizing extended leave must inform the Benefits Department of their intent to return or remain on leave for the following year by February 28.

Employees taking an extended paid parental leave will be entitled to return to a similar position for which they are qualified. Placement in the same position or the same building cannot be guaranteed.

GUIDELINES

Recipient must adhere to the following:

1. If the recipient files and is approved for FMLA, it will run concurrently with the unpaid birth/adoption leave.

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GUIDELINES (CONTINUED)

2. Physician statement must be submitted to the Benefits Department for unpaid leave before thirty-five (35) day paid leave is exhausted.

3. If employee is no longer covered under FMLA or on paid parental leave, and requests to extend their unpaid leave, they must seek approval by principal, chief, and associate director of benefits. (03.1234, 03.2234)

4. If employee is not FMLA eligible and no longer in a paid status, benefits will terminate until employee returns to work.

5. Donations can be received once thirty-five (35) paid parental leave and accrued employee leave time are exhausted. (03.1232, 03.2232)

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