



Every Child Every Day

SUPERINTENDENT
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Consent Agenda Item (Action Item): Revise Floyd County BOE policy 03.1233 Parental Leave Options – Certified Personnel to meet the requirements of KRS 161.155 and be more specific to the needs of the employees and the district.

Applicable State or Regulations: Board Policy 01.11 General Powers and Duties of the Board.

Fiscal/Budgetary Impact: Any fiscal impact associated with the proposed revisions is expected to be manageable within existing staffing and leave structures and is not anticipated to require additional appropriations.

History/Background: KSBA provides Floyd County Schools with annual model board policies, recommended revisions, and district-specific updates. This year, KSBA updated **Board Policy 03.1233 – Parental Leave Options, Certified Personnel**, to allow certified employees up to 30 days of paid maternity leave.

The KSBA policy is a statewide standard for minimum legal compliance. It establishes a baseline but does not account for local practices or the District's workforce needs. To align with the District's longstanding commitment to supporting employees, these recommended revisions provide additional support for certified personnel utilizing parental leave. They seek to minimize financial disruption during leave and to allow employees to focus on their parental responsibilities, while remaining consistent with the law, fiscal oversight, and Board policy.

Recommended Action: Approve revisions to BOE policy 03.1233 as presented.

Contact Person(s): Ted George, Assistant Superintendent

N/A

Principal

Director

Superintendent

Date: December 29, 2025

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- CERTIFIED PERSONNEL -**Parental Leave Options****PAID MATERNITY LEAVE ([KRS 161.155](#))**

An eligible certified employee giving birth to or through legal adoption of a child shall be granted up to thirty (30) calendar days of paid childbirth recovery leave once each rolling twelve (12) month period for self-care and recovery under the following conditions:

1. An employee shall submit a written request at least thirty (30) calendar days prior to the expected start date of the leave or as soon as is practicable given the circumstances
2. The leave shall be taken on a continuous basis and may not be taken intermittently or on a reduced leave basis. Leave will be six (6) weeks of calendar days.
3. The leave shall be taken immediately on the employee's first contract day after the birth of a child and expires six (6) weeks after the date of the birth regardless of whether a full thirty (30) days of leave has been taken.
4. Unused paid childbirth recovery leave shall not accrue from year-to-year and shall not be transferrable to any other classification of paid leave established by Board policy.
5. An employee is eligible for paid childbirth recovery leave if the employee is a fulltime employee of the district and in active pay status or on an approved leave during the employee's schedule work year. Part-time, temporary, seasonal and substitute employees and student workers are not eligible for paid childbirth recovery leave.
6. The employee must be employed for four (4) consecutive years in the district to be eligible for paid childbirth recovery leave.

PAID SICK LEAVE

An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children **to the extent that childbirth recovery leave is not available**. Additional sick leave days may be used when the need is verified by a physician's statement.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in **Board Policy 03.1232**.

UNPAID LEAVE ([KRS 161.770](#))

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees returning from long-term leave, including long-term maternity leave, are entitled to a comparable position for which they are qualified, but placement in the same position or at the same school is not guaranteed.

Employees on long-term leave, including long-term maternity leave, must notify the Superintendent in writing of their intent to return by the date prescribed in **Board Policy 03.123**. Employees who fail notify the Superintendent in writing of their intent to return by the date prescribed in **Board Policy 03.123** may result in loss of employment eligibility for the following school year.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. **FMLA leave shall run concurrently with paid childbirth recovery leave or unpaid maternity leave.**

REQUEST FOR MEDICAL INFORMATION

Per [KRS 161.770](#), the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

REFERENCES:

[KRS 161.155](#); [KRS 161.770](#)
[OAG 80-151](#); [OAG 84-43](#); [OAG 86-66](#)
Family and Medical Leave Act of 1993

RELATED POLICIES:

03.123; 03.1232; 03.12322

Adopted/Amended: 10/22/2025
Order #: 20764