

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

The District shall provide up to thirty (30) paid maternity leave days for a teacher or employee who gives birth to a child. The maternity leave days shall be used without deduction of salary and shall be used prior to the teacher or employee using any other leave. Any maternity leave days unused by the teacher or employee shall not transfer into sick leave or be converted to any other leave type and shall expire upon return to work. This shall not limit the District's authority to establish additional paid maternity benefits or to provide paid parental leave benefits.

PAID PARENTAL LEAVE

Eligible employees are entitled to take up to thirty (30) school days of paid parental leave for the purpose of recovering from child birth or caring for or bonding with the employee's child following birth or adoption, without having to use their sick, personal, emergency, vacation and/or non-contract days. This leave would start on the first day after the birth of the child and must be taken all at once.

ELIGIBILITY

Full-time personnel that have worked for the Board for more than six (6) months are eligible for paid parental leave under this policy.

Parental leave is granted for the sole purpose of recovering from childbirth or caring for or bonding with the child. As a result, surrogate mothers and sperm donors are not eligible for parental leave under this policy. Additionally, parental leave is not available for adoption of a stepchild by a stepparent or similar circumstance unless otherwise required by federal, state or local law.

NOTIFICATION AND DOCUMENTATION REQUIREMENTS

Eligible employees must provide advance written notice of their intent to take parental leave to the Superintendent/designee when the child's birth or adoption is foreseeable. When possible, employees must provide at least ninety (90) days' notice to provide sufficient time to review the needs of the District and secure adequate replacement. In addition, employees must provide all documentation requested by the Board to substantiate their need for parental leave. The Board reserves the right to deny any request for parental leave if an employee fails to timely submit the notification required by this policy or any other documentation requested by the Board.

Employees on paid parental leave shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

FURTHER INFORMATION

The Board may terminate paid parental leave under this policy and take disciplinary action, up to and including termination, against an employee that takes parental leave for purposes other than those described in this policy.

The Board reserves the right to modify or terminate this policy, in whole or in part, in any manner determined by the Board.

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.

EXTENDING BEYOND FAMILY AND MEDICAL LEAVE

Any employee who was eligible and/or granted up to twelve (12) weeks of paid or unpaid leave for one of the following reasons would be eligible for an extended paid leave (if have the accrued sick day / vacation days/ non-contract days) or unpaid leave:

1. Care for the employee's child after birth or placement for adoption or foster care.
2. To care for the employee's spouse, child or parent who has a serious health condition; or
3. Due to a serious health condition that makes the employee unable to perform the employee's job.

The amount of leave granted would depend on when the qualifying event occurred, and when leave was requested as follows:

1. Event and request happen on staff opening day through March 31st, employee would be eligible for leave during this period of time through the end of the current school year but would be expected to return to work at the start of the following school year.
2. Event and request happen April 1st and prior to staff opening day the following year, employees will be able to request leave for the remainder of the current school year and the entire following school year.

No employee will be able to request a leave of absence beyond the above-mentioned amount of time.

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.

Parental Leave Options

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

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