

- CERTIFIED PERSONNEL -**Parental Leave Options****PAID PARENTAL LEAVE FOLLOWING CHILDBIRTH**

Employees who give birth shall be entitled to up to thirty (30) calendar week days of paid parental leave immediately following the birth of a child, without having to use their sick, personal, emergency, vacation and/or non-contract days. Days within this period which are not paid employee work days according to the District calendar (such as summer, fall, and winter breaks) are included as part of the thirty (30) days, but employees are not compensated for those non-work days. Parental leave will commence the day immediately following the child's birth and must be taken all at once.

PAID PARENTAL LEAVE FOLLOWING ADOPTION OF NEWBORN

Employees who adopt a newborn child may be eligible for up to thirty (30) calendar week days of paid parental leave immediately following the birth of the child, without having to use their sick, personal, emergency, vacation and/or non-contract days. Days within this period which are not paid employee work days according to the District calendar (such as summer, fall and winter breaks) are included as part of the thirty (30) days, but employees are not compensated for those non-work days. Parental leave will commence the day immediately following placement due to adoption and must be taken all at once. When both parents adopting a newborn child are full-time, active employees of the District, only one shall be eligible for paid parental leave.

AMOUNT AND DURATION OF PARENTAL LEAVE

Eligible employees are entitled to one parental leave under this policy once every fiscal year of active employment, regardless of the number of births or adoption. Employees who have more than one (1) birth, adoption or placement in a fiscal year may be eligible for other leave pursuant to the other Board policies or applicable state or federal law.

Unused parental leave days shall expire upon return to work, and any parental leave days that are not used by an eligible employee within the first thirty (30) calendar week days following the child's birth or adoption will be forfeited, without pay, and cannot be transferred into sick leave, personal leave, or any form of leave or compensation. Parental leave terminates upon separation of employment for any reason. No payout of approved but unused parental leave will occur upon separation of employment, regardless of the reason for such separation.

PAID SICK LEAVE

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

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

- CERTIFIED PERSONNEL -**Parental Leave Options****PAID SICK LEAVE (CONTINUED)**

An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

UNPAID LEAVE ([KRS 161.770](#))

On written request, the parent of a newborn or the employee who adopts a child or children may request an 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.

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.

NOTIFICATION AND DOCUMENTATION REQUIREMENTS

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.

When possible, employees shall provide at least ninety (90) days advance notice of their intent to take parental leave to provide sufficient time to review the needs of the District and secure adequate replacement.

Employees on parental leave shall notify the Superintendent 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.

Employees taking a maternity leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

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Parental Leave Options

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 deemed necessary by the Board.

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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