

[DRAFT]

PAID PARENTAL LEAVE

Paid parental leave for newborn biological child or foster of a child

Eligible District employees who are employed by the District and who give birth are entitled to receive six weeks of paid parental leave upon the occurrence of a qualifying event. Other eligible District employees who do not give birth are entitled to receive two weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Child' means a newborn biological child or foster of a child in state custody and under the age of eighteen. No child can have more than two parents eligible for paid parental leave.
- 'Eligible District employee' means an employee defined by the Department of Education using the Professional Certified Staff system or any full-time equivalent position categorized as classified staff.
- 'Paid parental leave' means six weeks of paid leave at one hundred percent of the eligible District employee's base pay or two weeks of paid leave at one hundred percent of the eligible District employee's base pay.
- 'Qualifying event' means the birth of a newborn biological child to an eligible District employee or after a co-parent's birth of a newborn child or fostering a child in state custody.

Paid parental leave usage includes the following:

- The entitlement of this leave expires at the end of the twelve-month period beginning on the date of such birth or initial legal placement. An eligible District employee shall receive no more than one occurrence of six or two weeks of paid parental leave for any twelve-month period, even if more than one qualifying event occurs. However, nothing in this item prohibits a foster parent from requesting and receiving approval for parental leave in nonconsecutive one-week time periods.
- If the leave is not used by the eligible District employee before the end of the twelve-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the twelve-month period or at separation of employment is forfeited.
- Days of paid parental leave taken under this policy must be taken consecutively, except that foster parents may request and receive approval for parental leave in nonconsecutive one-week time periods.
- If both parents are eligible District employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible District employee.
- District holidays and vacation on the District calendar must not be counted against paid parental leave.
- *When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment for their contractual term, the employee may continue their period of paid parental leave in the subsequent contractual term, provided the*

*employee remains an eligible District employee. **OR** When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment for their contractual term, the employee's period of paid parental leave will not continue in the subsequent contractual term. [This is an option under law which the Board must decide in policy. The Board may decide either to end the paid leave at the end of the employee's contractual term and not have it continue in the subsequent term following summer break, or the Board may choose to allow the paid leave to pick back up for the employee when the employee returns for a subsequent term after the summer break.]*

- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible District employee may be entitled as a result of the qualifying event. However, leave granted under this policy is with pay and is not annual leave or sick leave and therefore does not deduct from the eligible District employee's accrued leave balance. An eligible District employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this policy. Eligible District employees shall accrue annual and sick leave at the normal rate while on this leave, if applicable.
- The use of paid parental leave by an eligible District employee shall not prevent the eligible District employee from earning a STEP increase the following year. Paid parental leave is considered paid leave and the time must count toward the eligible District employee's years of service.

Paid parental leave for adoption of a child

Eligible District employees who are employed by the District and are primarily responsible for furnishing the care and nurture of the child, are entitled to six weeks of paid parental leave upon the occurrence of a qualifying event. Eligible District employees who are employed by the District who are not primarily responsible for furnishing the care and nurture of the child, are entitled to two weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Child' means a child initially legally placed for adoption and under the age of eighteen. No child can have more than two parents eligible for paid parental leave.
- 'Eligible District employee' means an employee defined by the Department of Education using the Professional Certified Staff system or any full-time equivalent position categorized as classified staff.
- 'Paid parental leave' means six weeks of paid leave at one hundred percent of the eligible District employee's base pay or two weeks of paid leave at one hundred percent of the eligible District employee's base pay.
- 'Qualifying event' means the initial legal placement of a child by adoption.

Paid parental leave usage includes the following:

- The entitlement of this leave expires at the end of the twelve-month period beginning on the date of initial legal placement. An eligible District employee shall receive no more than one occurrence of six or two weeks of paid parental leave for any twelve-month period, even if more than one qualifying event occurs.
- If the leave is not used by the eligible District employee before the end of the twelve-month

period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the twelve-month period or at separation of employment is forfeited.

- Days of paid parental leave taken under this policy must be taken consecutively.
- If both parents are eligible District employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible District employee.
- District holidays and vacation on the District calendar must not be counted against paid parental leave.
- ***When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment for their contractual term, the employee may continue their period of paid parental leave in the subsequent contractual term, provided the employee remains an eligible District employee. OR When an eligible District employee's entitlement to leave under this policy extends beyond their designated term of employment for their contractual term, the employee's period of paid parental leave will not continue in the subsequent contractual term. [This is an option under law which the Board must decide in policy. The Board may decide either to end the paid leave at the end of the employee's contractual term and not have it continue in the subsequent term following summer break, or the Board may choose to allow the paid leave to pick back up for the employee when the employee returns for a subsequent term after the summer break.]***
- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible District employee may be entitled as a result of the qualifying event. However, leave granted under this policy is with pay and is not annual leave or sick leave and therefore does not deduct from the eligible District employee's accrued leave balance. An eligible District employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this policy. Eligible District employees shall accrue annual and sick leave at the normal rate while on this leave, if applicable.
- The use of paid parental leave by an eligible District employee shall not prevent the eligible District employee from earning a STEP increase the following year. Paid parental leave is considered paid leave and the time must count toward the eligible District employee's years of service.

Adopted __/__/23
