

Staff Maternity/Paternity/Parental Leave

Determination of Necessity:

Definition of Benefits: Each full time employee of the district is granted one (1) day of leave per month of employment. An employee must work more than 50% of the scheduled workdays a month to earn a day of leave. Unearned days will be deducted from the amount of days eligible to be taken when maternity/paternity leave is taken.

An employee may choose to take any earned sick, personal vacation leave to receive pay during all or a portion of the 12 weeks of Family-Medical leave.

Definition of School Year: For any employee working on a 9 ½ to 10 month contract as stated in their Contract or Notice of Assignment, a school year is based upon the number of days scheduled to work. The first day staff is to report to work would be the beginning of the school year and the last day staff is to work would be the end of the school year. For employees working on a 12 month contract, a school year would run September 1 through August 31.

FMLA: Family-Medical leave allows an employee to take 12 weeks of leave without pay. The employee is eligible to remain on their current insurance, paying their portion of the premium. During the 12 weeks the District will continue to contribute its portion of the premium. After the 12 weeks, the employee will be eligible to go on COBRA and the district will cease to pay for insurance coverage.

The 12 weeks of Family-Medical Leave begins when the employee begins their long-term leave. It runs concurrently with any other leave being taken. If an employee is not scheduled to work a full-week of vacation (Spring, Thanksgiving or Christmas break) this time does not count towards the 12 weeks of Family-Medical Leave.

Adopted: April 2, 2013
Reviewed: April 13, 2021