

Paid Parental Leave Policy

In its efforts to support families and to provide supplemental wages for parents, the District provides paid parental leave (“PPL”) to eligible employees as defined by and in accordance with the terms of this policy (“Parental Leave Policy”). Benefits available under this policy will run concurrently with Family and Medical Leave Act (“FMLA”) leave (paid or unpaid) as well as other applicable non-FMLA leaves of absence (paid or unpaid) provided for by the District and pursuant to District policies (e.g. Medical Leave and/or Personal Leave). Also, employees may not use PPL to extend their FMLA or non-FMLA leave benefits beyond those provided for pursuant to the applicable District policy.

To qualify for PPL benefits under this policy, an employee shall have:

- (a) At least one year of cumulative service with the District within the last seven years;
and
- (b) A minimum of 1,250 hours worked with the District in the 12-month period preceding the first date of leave.

Part-time employees who meet the qualification requirements pursuant to this policy are eligible for PPL. Temporary employees are not eligible for PPL; however, time spent working as a temporary employee may be used to meet the qualification requirements.

The District provides PPL following the birth or adoption of a child as defined below.

- (a) *PPL - Childbirth Recovery Leave*: Leave granted for absences from the workplace for an employee’s recovery period immediately following childbirth. Such leave shall be granted for a period of up to six (6) consecutive calendar weeks to begin on the first full calendar day following a documented birth. Employees may not elect to use Childbirth Recovery Leave on an intermittent basis.
- (b) *PPL - Care and Bonding Leave*: Leave granted for an absence from the workplace following a documented birth of the employee’s child or the documented placement of a child for adoption or foster care with the employee and to bond with the child. Such leave shall be granted for a period of up to six (6) weeks within one year following the birth or adoption and may be granted on an intermittent basis.

Examples:

- Brittany has an uncomplicated birth and is eligible for paid parental leave under this policy as well as FMLA leave. Brittany elects to take 12 full weeks of FMLA leave. Pursuant to the STD plan and the District's supplemental pay policies, Brittany can receive her full salary for 5 weeks following a one-week waiting period. Pursuant to the District's PPL policy, Brittany can receive a total of 6 weeks of PPL (Childbirth Recovery Leave and Care and Bonding Leave combined) to run concurrently with FMLA and STD/District supplemental pay policies. As a result, Brittany's first week of leave, during the STD waiting period, will be PPL and FMLA. Next, Brittany will use 5 weeks of applicable District supplemental pay/ STD/ Child Birth Recovery Leave and FMLA. After that, weeks 7 through 12 will be FMLA/ Care and Bonding Leave.
- Andrew adopts a new baby and is eligible for PPL under this policy as well as FMLA leave. Because he did not give birth, Andrew is not eligible for STD, but he is eligible for 12 weeks of FMLA and he is eligible for 6 weeks of PPL under this policy. Also, Andrew has two weeks of vacation time accrued and unused and no sick time accrued and unused at the time of the adoption. Andrew timely requests FMLA leave for a total of 12 weeks off. Andrew also timely requests use of PPL for 6 weeks and use of his 2 weeks of vacation time during his FMLA leave, which would otherwise be unpaid leave. Andrew will be on PPL and FMLA for the first 6 weeks pursuant to this policy as PPL and FMLA run concurrently. After 6 weeks on FMLA and PPL, Andrew will exhaust his PPL; however, he has requested and received approval for use of 2 weeks of vacation during his 12 weeks of FMLA leave. As a result, during Week 7 and Week 8 of Andrew's 12 week FMLA leave, Andrew will be on FMLA leave and will receive his vacation pay. After that, during Weeks 9 through 12, Andrew will receive no pay/will be on unpaid FMLA leave.

Documentation may be requested to substantiate a need for PPL. For PPL Care and Bonding Leave, the documentation shall identify the employee as a legal parent to the child and/or should substantiate the employee's status as a foster parent. For Care and Bonding Leave, employees may provide the following documentation: a birth certificate, an amended birth certificate based on a court order, or a court order. For Childbirth Recovery Leave, employees may provide the following documentation: a birth certificate or medical certification including discharge papers from the hospital.

Employees seeking use of PPL should make a request to Human Resources at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by Human Resources to substantiate the request.

PPL counts as hours of pay but does not count as hours of work for overtime purposes. Approval of PPL following the birth or adoption of a child pursuant to this policy is limited to an amount necessary to bring the employee to 100% of their base pay for the period during which the employee is on approved PPL. If a part-time employee qualifies for PPL, the PPL benefit will be prorated based on 100% of the part-time employee's base rate of pay. Base pay for purposes of this policy will be calculated based upon the employee's average number of regularly scheduled hours of work in the workweek, in the employee's regularly assigned job classification, based upon the immediately preceding 6 month period. The base pay calculation does not include voluntary overtime, shift differentials, or other incentive pay.

For employees who are eligible for short term or long-term disability during PPL, the District expects employees to apply for and receive benefits from the District's short or long term disability programs. An employee's eligibility to use or an employee's availability of accrued, unused sick or vacation time does not impact the employee's ability to apply for and/or receive approval of PPL; however, PPL, FMLA, and STD leave run concurrently regardless of whether an employee has requested PPL. If an employee is on FMLA leave and is eligible for multiple wage replacement/supplemental income benefits, benefits will be applied in the following order: STD/LTD, PPL, sick, vacation. Unpaid leave will not be provided or apply, under any District policy, until all available paid benefits are exhausted.

Under no circumstances shall an employee ever receive more than 100% of their base pay between use of sick pay, vacation pay, short or long term disability benefits, and PPL or any other supplemental/replacement wage benefit. Any amounts the employee receives for short or long term disability will be applied and provided to employee before PPL benefits are provided and PPL benefits will be used to supplement short and long term disability only under circumstances where an employee is not receiving 100% of the employee's base pay on short or long term disability. In no case shall the approval of PPL cause the employee to receive compensation, supplemental income, or wage replacement in excess of 100% of their base rate of pay while on PPL or any other approved leave of absence.

The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of PPL granted for that event or granted within a one-year period. In addition, in no case will an employee take more than 6 weeks of Childbirth Recovery Leave and 6 weeks of Care and Bonding Leave in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month time frame. Also, if an employee is ineligible for PPL Care and Bonding Leave at the time the employee's child is born or placed for adoption or foster care, but later becomes eligible for PPL Care and Bonding Leave, the employee may request and receive approval for PPL Care and Bonding Leave upon becoming eligible, provided this eligibility occurs within the one (1) year period following the birth or placement of the child for adoption or foster care. If an employee is ineligible for PPL Childbirth Recovery Leave at the time the employee's child is born, but later becomes eligible for PPL Childbirth Recovery Leave, the employee may request and receive approval for PPL Childbirth Recovery Leave upon becoming eligible provided the leave is within the first six (6) weeks immediately following the birth of the employee's child. If this occurs, the District will approve the leave only for the portion of the six (6) week period remaining as the six (6) week period begins on the first full calendar day following the birth of the employee's child.

If an official District holiday occurs during an employee's PPL, the employee will receive holiday pay in lieu of a PPL day, provided the employee is in pay status the day before and the day after the official District holiday. Otherwise, the holiday will be counted toward the PPL leave period.

The District will continue to pay its share of the cost of an employee's group health insurance during a PPL. The employee's share of the premium will be deducted from the employee's pay in accordance with normal practice. In the event that an employee does not have wages sufficient to cover the cost of their share of the premium during PPL, the employee is responsible for sending payment for their portion of the insurance premiums to the District, most commonly sent as a paper check via the mail. Any questions regarding PPL benefits should be directed to Human Resources.

Should an employee not return to work at the conclusion of an approved PPL, they will be considered to have voluntarily terminated their employment with the District. However, additional leave may be available in certain circumstances for extenuating medical needs. In such cases, employees must contact Human Resources before the end of their leave to explore their options.