

Certified Employee Parental Leave

Purpose of this Policy

Knowing how important it is to welcome a new child into a home, and in-line with the Canon City School District's desire to attract and retain the highest quality people to work with its children, the District will provide additional leave days to certified employees who become parents based on the following criteria:

During Year 2 of Employment: Up to 5 days for a birth mother

During Year 3 of Employment: Up to 10 days for a birth mother, or 5 days for a spouse or legal partner of a person who has given birth to a child, or who has adopted a child up to the age of 3.

During Year 4 and Beyond: Up to 25 days for a birth mother, 10 days for a spouse or legal partner of a person who has given birth to a child, or who has adopted a child up to the age of 3.

The purpose of this paid parental leave is to allow employees to care for and bond with their newborn or newly adopted child **immediately before or after the child's arrival.**

This policy will run concurrently with the requirements of the Family and Medical Leave Act (FMLA) leave, as applicable and will be in effect for qualifying births and adoptions occurring on or after September 1, 2020.

Eligible employees must meet the following criteria:

- Have been employed by the District for the period of time outlined in this policy.
- Be a full or part-time, regular employee, with half-time employees receiving half the leave benefit (temporary/substitute employees are not eligible for this benefit).
- Have given birth to a child.
- Be a spouse or legal partner of a person who has given birth to a child.
- Have adopted a child age 3 or younger. Note: *The adoption of a new spouse's child is excluded from this policy's coverage.*

Amount, Time Frame, and Duration of Paid Parental Leave

- Eligible employees will receive the prescribed number of days of paid parental leave per birth or adoption. Multiple births (such as twins) or adoptions of more than one child at once do not increase the total amount of paid parental leave granted for an event.
- In no case will an employee receive more than 25 days of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that time frame.
- Each day of parental leave will be compensated at 100 percent of the employee's regular pay and will be delivered on regularly scheduled pay dates.
- **Paid parental leave may be taken at any time during the two-month period immediately leading up to and/or the two-month period immediately following the birth or adoption of a child. To access parental leave prior to the birth or adoption**

of a child, or during the two-month period after, an employee must provide written justification from a licensed medical practitioner or adoption agency.

- Employees must take paid parental leave in one continuous period of time. Any unused paid parental leave will be forfeited at the end of the four-month time frame described above.
- If a District holiday or scheduled work break, (such as Thanksgiving, Winter, Spring, or Summer Break) occurs while the employee is on paid parental leave, those work breaks will count toward the total leave benefit. For example, an employee eligible for this leave who has a child within six weeks of an extended break like Thanksgiving, the Thanksgiving Break would count toward the total six weeks of targeted leave.
- Upon termination of the individual's employment with Cañon City Schools, (s)he will not be paid for any unused paid parental leave for which (s)he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.
- After paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through the beneficiary's accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid. Please refer to the Family and Medical Leave Act for further guidance on the FMLA.
- The District will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as personal, or sick leave.

Requests for Paid Parental Leave

- The requesting employee will send a request in writing to his or her direct supervisor and the human resource department at least 30 days prior to the proposed date of the leave. If the need for leave was unforeseen, they must do so as soon as possible. This request must include documentation such as a physician's note or notice of adoption to be substantiated.