



Parental/Maternity Leave Frequently Asked Questions

What is Parental Leave?

Parental leave is unpaid leave for the purpose of preparing for the arrival of, and caring for the employee's biological or adopted child.

When can parental leave begin?

With written request 30 days prior, the leave may begin at any time between the commencement of a pregnancy or within one month prior to the expected date of the placement of an adopted child and one year after a child is born and one year after the placement of an adopted child in the employee's home.

A male employee shall be entitled to unpaid leave beginning with the birth of his child up to one year after. This leave must be requested in writing 30 days prior to the anticipated date of leave. Approval is subject to a replacement begin available.

May I use sick leave during my paternal leave?

Sick leave may be used for the amount of time the physician states the employee is unable to work which is usually six weeks for a regular delivery and eight weeks for a ceseran.

A male employee may use sick leave for the amount of time the physician states his wife is unable to work provided he has completed the FMLA Request for Family Member form. Otherwise, the leave will be without pay.

When can my sick leave begin?

Use of sick leave may begin the date the baby is born UNLESS the physician has stated the employee is unable to work prior.

If I have my baby during the summer when I am not scheduled to work, may I still use six week of sick leave at the beginning of the school year?

No. The six or eight week clock begins ticking as soon as the baby is born regardless of whether the employee is scheduled to work or not, including summers and holidays.

What if I have annual leave?

Annual leave may be used at any time for any reason. In addition, every employee may use six days of sick leave per year for personal use. Please refer to Board Policy and Contract Language for details.

What if I have twelve weeks of FMLA? How does that work?

You may use sick leave for the six or eight weeks your physician has stated you are unable to work. The remainder of the twelve weeks will be unpaid unless you have annual leave or compensatory time.

What if I have complications and my physician takes me out of work for more than six or eight weeks?

As long as your physician has certified your inability to work, you may use sick leave or receive a transfer from another employee.