

P-2: Administrative Procedures

Paid Parental Leave



REFERENCES

[Board Policy P-2](#)

DEFINITIONS

Birth Parent: An individual who is:

- A. a birth mother;
- B. a man whose paternity is established;
- C. a man who:
 - (1) has been identified as the father of a child by the child's birth mother; and
 - (2) has not denied paternity; or
- D. an unmarried biological father

Family Medical Leave Act (FMLA) Eligible Employee: An employee who has worked for the district at least 1,250 hours during the 12 consecutive months immediately preceding the date the FMLA leave would begin.

Paid Parental Leave: Leave hours the district provides to a parental leave eligible employee.

Paid Parental Leave Eligible Employee: An employee who:

- A. is in a position that receives retirement benefits under Title 49 of the Utah Code, Utah State Retirement and Insurance Benefit Act;
 - B. accrues paid leave benefits that can be used in the current and future calendar year;
 - C. is not reemployed as defined in Utah Code §49-11-1202; and
 - D. (1) is a birth parent;
 - (2) legally adopts a minor child, unless the individual is the spouse of the pre-existing parent;
 - (3) is the intended parent of a child born under a validated gestational agreement in accordance with Utah Code §78B-15-8, Gestational Agreement; or
 - (4) is appointed the legal guardian of a minor child or incapacitated adult.
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PROCEDURES FOR IMPLEMENTATION

I. Amount, Time Frame, and Duration of Paid Parental Leave (PPL)

- A. Eligible employees must give the district notice at least 30 days before the day on which the eligible employee plans to begin using PPL.
 - 1. If circumstances beyond the employee's control prevents the employee from giving 30 days advance notice, the employee shall give as much notice as reasonably practicable.
- B. Eligible employees will receive a maximum of 160 hours (four weeks) of PPL per birth, adoption, or qualifying legal guardianship appointment.
 - 1. The fact that a multiple birth, adoption, or legal guardianships occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of PPL granted for that event.
- C. No employee will receive more than 160 hours (four weeks) of PPL in a rolling 12-month period, regardless of whether more than one birth, adoption, or qualifying legal guardianship appointment occurs within that 12-month time frame.
- D. The amount of PPL an employee is entitled to will be prorated based on the employee's FTE percentage.
- E. Each week of PPL is compensated at the employee's regular rate of pay and will be paid on the district's regularly scheduled pay dates.
- F. Approved PPL may be taken at any time during the 12-month period immediately following the birth, adoption, or qualifying legal guardianship of a child. PPL may not be used or extended beyond this 12-month time frame.
- G. Eligible employees must take PPL in one continuous period of leave and must use all PPL during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- H. If the employee is FMLA eligible, PPL will run concurrently with leave under the FMLA.
 - 1. Any PPL leave will be counted toward the 12 weeks of available FMLA leave per 12-month period. All other requirements and provisions under the FMLA will apply.
 - 2. 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.
- I. An employee who takes PPL that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on PPL as if the employee were on FMLA-qualifying leave.

- J. The district will maintain all benefits for employees during the PPL period just as if they were taking any other district paid leave such as paid administrative leave or paid sick leave.
- K. Upon termination of the employee's employment, the employee will not be paid for any unused PPL for which the employee was eligible.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.