

## Written Notice of Paid Parental Leave Rights

### 1. Right to Paid Parental Leave

Employees are entitled to Paid Parental Leave in connection with the following qualifying events:

- Birth of a child
- Adoption of a child
- Placement of a child for foster care

This leave allows eligible employees to take time away from work while continuing to receive compensation, subject to the terms and conditions set forth by the employer and applicable policies.

### 2. Number of Weeks Available

Eligible employees may receive the following paid parental leave based on their circumstances:

Employee Category	Qualifying Event	Leave Duration
Female Employees	Birth, Stillbirth, or Miscarriage	Up to 8 weeks
Male Employees	Same events as above	Up to 2 weeks
Adoption - Primary Parent	Adoption (child age $\leq 3$ )	Up to 8 weeks
Adoption - Secondary Parent	Adoption (if both parents are eligible)	2 weeks

### 3. Procedure for Requesting Leave

Employees must follow these steps to request Paid Parental Leave:

- Submit a formal written request to the Human Resources department through TalentEd (FMLA/Medical Leave form)
- Include the anticipated start and end dates of the leave
- State the qualifying reason for the leave
- Indicate any additional leave intended in connection with the qualifying event
- Submit a written plan to the school board for review and approval
- Provide all documentation at least 30 days in advance of the requested leave date, unless extenuating circumstances exist
- Sign a Return to Work Agreement confirming intent to remain employed for at least 8 weeks after the leave ends

Contact: [payroll@sccboe.org](mailto:payroll@sccboe.org) for more information