Frequently Asked Employee Questions Regarding Paid Parental Leave

Q. When does the Alabama Public Employee Paid Parental Leave Act go into effect?

A. July 1, 2025. Paid parental leave is not available for a qualifying event which occurred before July 1, 2025.

Q. Who is an "eligible employee"?

A. An employee is eligible for paid parental leave if the employee is a full-time certified or non-certified employee of a local education agency and has been employed by or in pay status for any local education agency in Alabama for at least 12 consecutive months immediately preceding the occurrence of a qualifying event.

Q. What is a "qualifying event" for paid parental leave?

A. The birth, stillbirth, or miscarriage of a child, or the placement of a child who is three (3) years of age or younger for adoption with an eligible employee.

Q. What counts as a miscarriage or a stillbirth for purposes of paid parental leave?

A. A miscarriage is the loss of an unborn child at or after 12 weeks of gestation as confirmed in writing by your health care professional. ***This means that a miscarriage prior to 12 weeks of gestation will not be a qualifying event for paid parental leave***. A stillbirth is the loss of an unborn child at or after 20 weeks of gestation as confirmed in writing by a health care professional.

Q. How do I request paid parental leave?

A. You must complete and submit the Paid Parental Leave Certification Form and the Paid Parental Leave Preliminary Written Plan to the Board's Human Resources Department. This will require gathering proof in support of the request for paid parental leave. Before your paid parental leave is finalized, you may be required to complete FMLA paperwork, and you will be required to sign a Paid Parental Leave Final Written Plan and a Return-to-Work Form.

Q. What counts as sufficient proof in support of my request for paid parental leave?

A. Sufficient proof may include one of: (a) birth certificate of new born child; (b) written proof of birth or miscarriage, such as a letter from a healthcare professional; (c) proof of death, such as a death certificate or letter from a healthcare professional; (d) paperwork or court filing indicating the initiation of the adoption process; (e) adoption order; or (f) formal documentation confirming the initial date of placement of the adopted child.

Q. **Who qualifies as a healthcare professional under the Alabama Public Employee Paid Parental Leave Act?**

A. A physician, physician assistant, nurse practitioner, or midwife who is licensed to practice in his or her respective field in the State of Alabama.

Q. When should I file an anticipated request for paid parental leave?

A. Your request is required to be completed at least 30 days prior to the date you anticipate using paid parental leave. However, in the event of an unanticipated emergency (e.g., early childbirth, miscarriage or stillbirth, or unanticipated physician's orders for bed rest during

pregnancy), the request should be completed as soon as practical after the emergency has occurred.

Q. What compensation should I expect to receive if approved for paid parental leave?

A. Paid parental leave is based on 100% of your *base wages or salary*. It will not include any compensation you receive under any supplement to your base wages or salary.

Q. How long is my paid parental leave for a qualifying event?

A. An eligible female employee is entitled to 8 weeks of paid parental leave in connection with the **birth, stillbirth, or miscarriage** of her child. Eligible male employees are entitled to 2 weeks of paid parental leave in connection with the **birth, stillbirth, or miscarriage** of his child.

An eligible employee is entitled to 8 weeks of paid parental leave **in connection with the placement for adoption with the employee of a child 3 years of age or younger**. However, if parents who jointly adopt an eligible child are both eligible employees, one parent is entitled to 8 weeks of paid parental leave and the other parent is entitled to 2 weeks of paid parental leave. **This limit applies to couples who both work for the same school system OR who work for different school systems.**

Q. How do I know that my request for leave has been approved?

A. Once all required documentation to request paid parental leave is completed and submitted to the Human Resources Department, you will receive a Paid Parental Leave Final Written Plan which will include a written notification regarding whether the request for paid parental leave has been accepted or denied. You will need to complete this Paid Parental Leave Final Written Plan and a Return-To-Work Form before your leave is considered approved.