



Paid Parental Leave

Eligibility Requirements

- The requesting employee must have been employed by a Local Education Agency (LEA) in the last 12 months.

Benefits

- Female Employees are eligible for up to eight (8) weeks of paid parental leave following a birth, stillbirth, or miscarriage.
- Male Employees are eligible for up to two (2) weeks of paid paternal leave following a birth, stillbirth, or miscarriage.
- Adoptive Parents (Child aged 3 or younger):
 - a. If one eligible employee adopts, they receive eight (8) weeks of paid parental leave.
 - b. If both adoptive parents are eligible employees, one parent receives eight (8) weeks and the other receives two (2) weeks of parental leave. (parents choose who takes which amount)
- Paid parental leave will be compensated at 100% of the employee's base salary.
- This paid leave does NOT require the use of accrued sick or vacation time.

Provisions

- The leave must be requested at least 30 days prior to the use of PPL. (In emergency cases, the request must be completed as soon as practicable.)
- The leave must be used within 365 days of the qualifying event (birth, adoption, etc)
- Employees granted leave are required to return to work for at least eight (8) weeks after taking a leave. Exceptions may apply for circumstances such as serious health conditions.
- Paid Parental Leave runs concurrently with leave taken under the federal Family and Medical Leave Act (FMLA), if applicable.

Required Steps:

- Submit FMLA Request Form, Paid Parental Certification Form and PPL Use Plan Document to Human Resources (HR).
- HR will provide FMLA paperwork and instructions if applicable.
- The employees will provide documentation of the qualifying event to HR. (birth certificate, adoption papers, or letter from Health Care Provider in the case of a miscarriage or stillbirth)

Please send Requests and Questions to:

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