



Cache County School District

5000: Personnel

Policy No. 5415

Paid Postpartum, Parental, Adoption, and Foster Care Leave

Definitions

For purposes of this policy, the following definitions apply:

- 1) “Birth Parent” means (a) the biological mother of a child, (b) a man whose paternity of a child is established, (c) a man who has been identified as the father of a child by the child’s birth mother who has not denied paternity, or (d) an unmarried biological father.
- 2) “Paid Leave hours/days” means leave hours the district provides to an employee who accrues paid leave benefits in accordance with district policies, including annual, vacation, sick, paid time off, or any other type of leave that may be taken while still receiving compensation. It includes, but is not limited to, paid parental leave, paid postpartum recovery leave, paid adoption leave, or paid foster leave.
- 3) “Parental Leave” means leave hours/days provided to a parental leave-eligible employee.
- 4) “Parental leave eligible employee” means an employee who accrues paid leave in accordance with district leave policies who is (a) a birth parent, (b) legally adopting a minor child (except when the employee’s spouse is the child’s pre-existing parent), (c) the intended parent of a child born under a validated gestational agreement under Utah Code Title 78B Chapter 15, Part 8, or (d) appointed the legal guardian of a minor child or an incapacitated adult.
- 5) “Postpartum recovery leave” means leave provided to a postpartum recovery leave eligible employee to recover from childbirth at 20 weeks or greater gestation.
- 6) “Postpartum recovery leave eligible employee” means an employee who accrues paid leave in accordance with district leave policies who gives birth to a child at 20 weeks or greater gestation.
- 7) “Qualified employee” means a parental leave eligible employee or a postpartum recovery leave eligible employee, an adoption leave eligible employee, or a foster leave eligible employee.
- 8) “Unmarried biological father” means a man who is the biological father of a child but who was not married to the biological mother at the time of the child’s conception or birth.

- 9) "Adoption leave eligible employee" means an employee who accrues paid leave in accordance with district leave policies who is legally adopting a child under the age of six years (except when the employee's spouse is the child's pre-existing parent).
- 10) "Foster leave eligible employee" means an employee who accrues paid leave in accordance with district leave policies, who receives an initial placement of a foster child.

Postpartum Recovery Leave

Beginning July 2025, an eligible full-time employee may take up to 3 work weeks of paid postpartum recovery leave to recover from childbirth at 20 weeks or greater of gestation. The amount of leave for eligible part-time employees is the prorated amount reflecting the amount by which the employee works less than full-time.

This leave is in addition to and is not charged against any other type of paid leave the employee has. The leave must begin with the date of birth unless a health care provider certifies that it is medically necessary to start the leave earlier. The leave must be used in a single continuous period unless prior written authorization is otherwise given by the human resources office. The leave allowance is not increased if more than one child is born from the same pregnancy.

An eligible employee shall give the district at least 30 days' notice before the date the employee plans to begin using postpartum recovery leave and before the date the employee plans to stop using postpartum recovery leave unless circumstances beyond the employee's control prevent giving notice. In that case, the employee shall give the notice as soon as reasonably practicable.

Parental Leave

Beginning July 2025, an eligible full-time employee may take up to 3 work weeks of paid parental leave. The amount of leave for eligible part-time employees is the prorated amount, reflecting the amount by which the employee works less than full-time. This leave is in addition to and is not charged against any other type of paid leave the employee has. The leave cannot be taken before the event date, making the employee eligible for the leave, and must be taken within 6 months following the qualifying event date. Parental Leave is limited to no more than 3 work weeks of paid time in a 12-month period.

The leave may not be used on an intermittent basis unless the district and the employee mutually agree in writing to intermittent use or unless a health care provider certifies that intermittent leave is medically necessary due to a serious medical condition of the child to whom the leave relates. The leave allowance is not increased if more than one child is born from the same pregnancy, more than one child is adopted, or the employee is appointed as the guardian of more than one child or an incapacitated adult.

An eligible employee shall give the district at least 30 days' notice before the date the employee plans to begin using parental leave unless circumstances beyond the employee's control prevent giving the notice. In that case, the employee shall give the notice as soon as reasonably practicable.

Adoption Leave

Beginning July 2026, an eligible full-time employee who legally adopts a child under the age of 6 may take up to 6 workweeks of paid adoption leave. The amount of leave for eligible part-time employees is the prorated amount, reflecting the amount by which the employee works less than full time. This leave is in addition to and is not charged against any other type of paid leave the employee has.

Adoption leave cannot be taken before the date of adoption finalization and must be taken within 6 months of placement or finalization, whichever is earlier. Adoption leave is limited to no more than 6 work weeks of paid time in a 12-month period. The leave allowance is not increased if more than one child is adopted during the same adoption proceeding.

The leave may not be used on an intermittent basis unless the district and the employee mutually agree in writing to intermittent use.

An eligible employee shall give the district at least 30 days' notice before the date the employee plans to begin using adoption leave unless circumstances beyond the employee's control prevent giving notice. In that case, the employee shall give the notice as soon as reasonably practicable.

Note: Employees adopting a child age six or older who do not qualify for adoption leave under this section remain eligible for Parental Leave under Section C.

Foster Leave

Beginning in July 2026, an eligible full-time employee who receives an initial placement of a foster child may take up to 4 work weeks of paid foster leave. The leave for eligible part-time employees is prorated, reflecting the extent to which the employee works less than full-time. This leave is in addition to and is not charged against any other type of paid leave the employee has.

Foster leave must be taken within 6 months of the initial foster placement. Foster leave is limited to no more than 4 work weeks of paid time in a 12-month period. The leave allowance is not increased if more than one foster child is placed with the employee at the same time.

The leave may not be used on an intermittent basis unless the district and the employee mutually agree in writing to intermittent use.

An eligible employee shall give the district at least 30 days' notice before the date the employee plans to begin using foster leave unless circumstances beyond the employee's control prevent giving notice. In that case, the employee shall give the notice as soon as reasonably practicable.

Notice of Leave Benefits

The district shall provide notice to all employees regarding a qualified employee's right to use postpartum recovery leave and parental leave, adoption leave, and foster leave.

Approved by Board of Education: August 27, 2026