

[DRAFT]

Administrative Rule

PAID PARENTAL LEAVE

Code GAR-R(1) Issued _____

This administrative rule is effective from July 1, 2022, through June 30, 2023, and may be extended by the Board.

Paid parental leave for newborn biological child or foster of a child

Eligible District employees who are employed by the District and who give birth are entitled to receive up to six weeks of paid parental leave upon the occurrence of a qualifying event. Other eligible District employees who do not give birth are entitled to receive up to two weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Child' means a newborn biological child or foster child in state custody under the age of eighteen. No child can have more than two parents eligible for paid parental leave.
- 'Eligible District employee' means an employee occupying a permanent, full-time equivalent position who has been employed by the District for **at least three (3) full months**.
- 'Paid parental leave' means up to six weeks of paid leave at one hundred percent of the eligible District employee's base pay or up to two weeks of paid leave at one hundred percent of the eligible District employee's base pay, as outlined above.
- 'Qualifying event' means the birth of a newborn biological child to an eligible District employee or following the birth of a newborn child to the non-birthing parent or foster placement of a child in state custody.

Paid parental leave usage includes the following:

- The entitlement for up to six weeks of paid parental leave begins at the date of birth of a newborn. Entitlement for up to two weeks of paid parental leave expires at the end of the twelve-month period beginning on the date of such birth or initial legal placement. An eligible District employee shall receive no more than one occurrence of paid parental leave for any twelve-month period, even if more than one qualifying event occurs. However, nothing in this rule prohibits a foster parent from requesting and receiving approval for parental leave in nonconsecutive one-week time periods.
- Days of paid parental leave taken under this policy must be taken consecutively, except that foster parents may request and receive approval for parental leave in nonconsecutive one-week time periods.
- The paid parental leave period includes any scheduled breaks and/or holidays.
- If the leave is not used by the eligible District employee before the end of the twelve-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the twelve-month period or at separation of employment is forfeited.

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- If both parents are eligible District employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible District employee.
- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible District employee may be entitled as a result of the qualifying event. However, leave granted under this section is with pay and is not sick leave and therefore does not deduct from the eligible District employee's accrued leave balance. An eligible District employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this section.

Paid parental leave for adoption of a child

Eligible District employees who are primarily responsible for furnishing the care and nurture of an adopted child under the age of 12 months (primary caregiver) are entitled to up to six weeks of paid parental leave upon the occurrence of a qualifying event. Other eligible District employees who are not primarily responsible for furnishing the care and nurture of an adopted child under the age of 12 months are entitled to up to two weeks of paid parental leave upon the occurrence of a qualifying event.

- 'Adopted Child' means a child under the age of 18 legally placed for adoption with an eligible District employee. No child can have more than two parents eligible for paid parental leave.
- 'Eligible District employee' means an employee occupying a permanent, full-time equivalent position who has been employed by the District for at least **three (3) full months**.
- 'Paid parental leave' means up to six weeks of paid leave at one hundred percent of the eligible District employee's base pay or up to two weeks of paid leave at one hundred percent of the eligible District employee's base pay, as outlined above.
- 'Qualifying event' means the initial legal placement of a child by adoption.

Paid parental leave usage includes the following:

- The entitlement for up to six weeks of paid parental leave for a primary caregiver begins at the initial date of legal placement. The entitlement for up to two weeks of this leave expires at the end of the twelve-month period beginning on the date of initial legal placement. An eligible District employee shall receive no more than one occurrence of six or two weeks of paid parental leave for any twelve-month period, even if more than one qualifying event occurs.
- If the leave is not used by the eligible District employee before the end of the twelve-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the twelve-month period or at separation of employment is forfeited.
- Days of paid parental leave taken under this provision of policy must be taken consecutively. The paid parental leave period of six or two weeks includes any scheduled breaks and/or holidays.
- If both parents are eligible District employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible District employee. If both parents are eligible district employees, only one may be designated the primary

caregiver for purposes of this administrative rule.

- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible District employee may be entitled as a result of the qualifying event. However, leave granted under this section is with pay and is not sick leave and therefore does not deduct from the eligible District employee's accrued leave balance. An eligible District employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this section.

Request to Use Paid Parental Leave

Eligible District employees who wish to use paid parental leave under this policy must begin discussions with their supervisors and Human Resources to plan for maternity and parental leave as early as possible, but not later than 30 days before a known qualifying event or the intent to use leave because of a known qualifying event. The District understands that not all qualifying events will have a known date or a date that may be reasonably estimated, but encourages employees to notify their supervisors and Human Resources when parental leave may be likely. In those cases, notice of intent to use paid parental leave must be provided within five (5) business days of the employee taking leave pursuant to this policy.

Where circumstances warrant, the District reserves the right to request that eligible employees schedule the two week periods of paid parental leave during a mutually agreeable time.

Employees must provide reasonable documentation, requested by Human Resources based on the qualifying event, substantiating a qualifying event prior to the authorization of paid parental leave.

Absent extenuating circumstances, paid parental leave will not be applied retroactively if notice or requested documentation substantiating the qualifying event is not timely provided.

Human Resources may develop internal processes to effectuate consistent application of this administrative rule.

Adopted __/__/22
