

## Board Policy 5414: Parental Leave

Original Adopted Date: | Last Reviewed Date:

### **Purpose**

Minidoka County School District provides parental leave to eligible employees for the birth, adoption, or legal placement of a child. This policy combines maternal and paternal leave into one parental leave policy.

### **Eligibility**

An eligible employee may request parental leave. The benefit may be used once during any rolling twelve-month period following the birth of the employee's child, adoption of a child under 18 months of age, or legal placement of a child under 18 months of age for adoption.

### **Paid Parental Leave**

Eligible employees who have worked for the district a minimum of one year, may receive up to six paid workdays of parental leave. Paid parental leave may only cover missed scheduled work hours. It may not be used for overtime and may not exceed the employee's scheduled hours in a pay period.

### **Use of Leave**

Parental leave may be used for childbirth recovery, medical needs related to pregnancy or childbirth, adoption or placement requirements, and bonding with the child. The District may require appropriate documentation.

### **FMLA and Other Leave**

When parental leave qualifies under the Family and Medical Leave Act (FMLA), it will run at the same time as FMLA leave to the extent allowed by law. Eligible employees may receive up to 12 workweeks of job-protected FMLA leave in a 12-month period. After the six paid parental leave days are used, remaining approved leave may be paid, unpaid, or a combination of both, depending on available accrued leave, District policy, employment status, and applicable law.

### **Notice**

Employees should provide at least 30 days' notice when the need for leave is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable.

### **Equal Application**

Parental leave will be applied equally and without regard to gender, marital status, family structure, or whether the employee is a birth parent, adoptive parent, mother, father, or legal parent.

### **Administration**

This policy will be administered in accordance with District procedures, applicable employment agreements, FMLA, Idaho law, and other applicable laws. The Superintendent or designee may develop procedures for requesting, approving, tracking, and documenting parental leave.