



# Parental Paid Leave

## What is Parental Paid Leave:

Effective July 1, 2022, LCPS will provide six (6) weeks of 100% pay as of the event date (birth, adoption placement, foster placement) if you meet the eligibility requirements.

## What are the requirements to be eligible for Parental Paid Leave?

You must meet **ALL** of the Criteria Below:

- Be employed with LCPS for one year (365 days) in a full-time benefits eligible position in the year immediately preceding the first day of leave.
- Be approved for leave under Policy 7716 - Family & Medical Leave (FMLA), Policy 7712 – Sick Leave or Policy 7722 - Leave Without Pay
- If you are the birthing parent, you must apply to receive short-term disability from the Reed Group or New York Life.

## If you meet all the requirements, here are your next steps:

- Complete leave packet no more than two (2) months prior to the event date. If you have not already submitted your leave paperwork, please submit through our [Leave Form Submittal Portal](#).
- If you are the birthing parent, you must file for short-term disability two (2) weeks **prior** to your estimated due date. A short-term disability flyer will be enclosed in the FMLA/leave packet. **Applying for short-term disability is the employee's responsibility and is a separate process from applying for FMLA and Parental Paid Leave.** If your baby comes early, apply as soon as possible.
- Apply for parental paid leave using the [Paid Leave Application](#) **within 30 days from the start of your leave** and **after** you have activated your short-term disability claim, if applicable. If your baby comes early, apply as soon as practicable within 48 hours.

## What happens after six weeks of parental paid leave?

For any remaining approved leave period, you will use your available sick, personal/annual leave or leave without pay.

**Please note that failure to follow the procedures outlined above may result in a delay or ineligibility for Parental Paid Leave. No request will be approved more than 30 days retroactively from the start of your leave.**

# Parental Paid Leave FAQs

**Q: What are the eligibility requirements for Parental Paid Leave?**

A: You must be employed by LCPS in a benefits-eligible position for 12 months immediately preceding the first day of leave and you must be approved for an absence related to a serious health condition under FMLA or School Board policy 7712 or 7722. If you are the birthing parent, you must also apply for short-term disability.

**Q: Do I have to file for short-term disability if I am receiving 100% pay?**

A: Yes, if you are the birthing parent and are giving birth during your contracted working days, it is a requirement that you apply for short-term disability as of the date of the birth. If you are not contracted to work over the summer and you anticipate giving birth within 6 weeks of the start of your new contract period, it is a requirement that you apply for short-term disability as of the date of the birth.

**Q: If I give birth during Winter or Spring Break, will I get an additional paid leave to use after the six weeks?**

A: During non-working days when the employee is not charged leave, they are not using Parental Paid Leave either. No one receives more than 6 weeks/30 contracted working days of Parental Paid Leave.

**Q: I am beginning my maternity leave on Extended Leave because I have not been employed by LCPS for 1 year (365 days) and therefore am not eligible for FMLA. Am I eligible for Parental Paid Leave if, during my maternity leave, I have been employed by LCPS for 1 year and am then eligible for FMLA?**

A: Parental paid leave is as of the event date, so an event that occurs prior to one (1) year is not eligible for Parental Paid Leave for that event.

**Q: I have been employed by LCPS for less than 1 year (365 days). Am I eligible for Parental Paid Leave?**

A: You are not eligible for Parental Paid Leave until you have been employed for 1 year (365 days) in a full-time benefits eligible position in the 12 months immediately preceding the event date.

**Q: I am adopting/fostering and have received a letter from the adoption/foster agency with the date of placement. Can I apply for Parental Paid Leave with that documentation? Do I have to use Parental Paid Leave as of that date?**

A: The placement letter is sufficient documentation. You are eligible for up to 6 weeks/30 working days of 100% Parental Paid Leave. You may take this leave at any point during the 12-month period from the placement date.

**Q: Does parental leave have to be taken consecutively?**

A: No, it may be taken intermittently. Intermittent leave should be discussed with your supervisor/administrator and Leave & Disability Programs.

**Q: What do I do if my child is placed with me and I don't have 2 weeks' notice?**

A: Notify your administrator/supervisor and Leave & Disability as soon as possible.

**Q: If I'm on bedrest prior to my due date, am I eligible for Parental Paid Leave?**

A: You should contact Leave & Disability Programs (571-252-1690) as soon as possible to discuss your situation. You may be eligible for other leave programs and your Leave Specialist will be able to work with you to determine your eligibility.

**Q: Both parents work for LCPS, are they both eligible for Parental Paid Leave?**

A: Yes, both are eligible for Parental Paid Leave. It can be taken at the same time or at different times. Each parent will be required to complete leave paperwork.

