



Educational Services Center
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CHILDBIRTH, CHILDCARE, FMLA, AND ADOPTION LEAVES

1. Childbirth: Medical practice allows mothers to take off up to 6 consecutive weeks from the date of birth of their child, 8 weeks for C-sections. More time may be granted, if medically necessary and documented with a doctor's note. Employees may use available sick leave during childbirth leaves. The District allows all mothers up to 5 paid days of childbirth leave for workdays that occur within the first week after the birth (the day of birth included). This leave is not charged against sick leave. For custodial/transportation, all childbirth leave is charged against sick leave, if available. Childbirth leaves started before the end of the school year cannot continue into the start of the next school year.
2. FMLA: The Federal "Family & Medical Leave Act" allows 12 consecutive weeks (60 workdays) of unpaid leave to care for a newborn child. FMLA leave runs concurrently with childbirth leave. There are special rules for schools: (a) the end of the leave must coincide with a regular break in the school year and (b) a leave taken near the end of the school year may require an employee to stay out until the start of the next school year (Federal Regulation 825.602). Contact Human Resources for other special circumstances. The District contributes its share toward insurance during FMLA leaves.
3. District summer contributions: If employees are on FMLA leave on the last day of school, the District will contribute its share toward their insurance over the summer. Otherwise, employees may pay the full amount allowable under COBRA to keep their insurance active over the summer. If the District requires an employee to stay out at the end of the school year, the additional time does not count against the employee's FMLA allowance and the District will continue to contribute its share toward insurance over the summer.
4. Paternity leave: The District allows all fathers up to 5 days of childbirth leave for workdays that occur within the first week after the birth (the day of birth included). This leave is not charged against sick leave. For custodial/transportation, this leave is charged against sick leave, if available. This leave also applies to domestic partners.
5. Childcare leaves: At its discretion, the District may grant 1 year of unpaid leave to care for a child with a potential 2nd year for teachers.
6. Adoption: The District allows up to 20 days for adoptions. The first 5 days will be paid and not charged against sick leave, except custodial/transportation employees. The remaining 15 will be charged paid if sick leave is available, or unpaid if sick leave is exhausted. Adoption leave may be taken as needed and may include pre-adoption consultation, legal counsel, legal proceedings, and naturalization proceedings.