Parental Leave for BU 10/15
MANUAL AND MAINTENANCE SUPERVISORS

I.   Sick Pay

BIRTH MOTHERS - Eligible for use of consecutive, accumulated sick pay on regularly-scheduled workdays during their medical recovery period, including pre- and post-partum periods of incapacity. Physician certification is required in instances where the birth mother is incapacitated prior to the delivery, or incapacitated beyond the customary medical recovery period following delivery. The customary medical recovery period begins on the day of delivery and continues for six calendar weeks following a vaginal delivery and continues for eight calendar weeks following a caesarian section delivery. **A physician note with the anticipated delivery date is to be submitted with the Leave of Absence Request Form.

ADOPTIVE PARENTS – Eligible for use of up to 30 accumulated sick days on regularly-scheduled workdays in a contract year, to attend to adoption procedures or care for a newly adopted child, up to six weeks following the adoption. Use of the 30 days does not need to occur consecutively. **A verification letter of an adoption process is to be submitted with the Leave of Absence Request Form.

BIRTH FATHERS – Eligible for use of up to 30 accumulated sick days on regularly-scheduled workdays in a contract year, for a father with a newborn child, within six weeks surrounding the birth of the child. Use of these 30 days does not need to occur consecutively. **A physician note with the anticipated delivery date is to be submitted with the Leave of Absence Request Form.

II.   Vacation Pay

Use of accumulated vacation pay may be requested, subject to pre-approval of the employee's supervisor, and must be used prior to the start of unpaid leave. Once the leave becomes unpaid, it remains unpaid for the balance of the leave.

III.   Short-Term Disability Pay, Outside of SPPS

BIRTH MOTHERS - If you are currently carrying optional short-term disability (STD) insurance through Assurant, you may be eligible to receive STD at the same time you are receiving sick pay from the District. To apply, submit a completed claim form, once a qualifying event has occurred, directly to Assurant. Claim forms can be found on http://hr.spps.org/Short_Term_Disability_Insurance.html.

IV. FMLA (Family and Medical Leave Act)

If you qualify under the FMLA, you are eligible for reinstatement to the same or equivalent position on return from leave, and to continue receiving the District contribution towards your current medical and/or dental insurance premium, for up to 12 weeks of leave per twelve-month period. Leaves longer than 12 weeks will result in loss of District contribution towards insurance coverage, but you are still able to elect and continue coverage at your own expense under COBRA for up to 18 months.

NOTE: If a leave qualifies under the FMLA, it will automatically be granted to the employee, and run concurrent with other leaves provided by the District. FMLA-qualifying leaves will be counted towards your annual FMLA leave entitlement.

V. MN Parental Leave Act

Up to six consecutive weeks unpaid leave beginning no later than six weeks after the birth or adoption, with return to previous job or equivalent position. Length of leave may not be reduced by period of accrued sick leave.

VI. Union Leave with Guarantee of Position

Parental leave without pay or benefits, in duration up to six calendar months, immediately following adoption or conclusion of pregnancy or following use of paid leave. Return to the same position held prior to the leave, or if necessary, in an equivalent position.

VII. Non-Guaranteed Union Leave

Parental leave without pay or benefits, in duration longer than six calendar months, but no more than twelve calendar months, immediately following adoption or conclusion of pregnancy or following use of paid leave. Return to equivalent position as soon as an equivalent vacancy becomes available.

Leaves run concurrently unless otherwise noted.