

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

Code: GDCC/GCCAC

MATERNITY/ PATERNITY LEAVE – Classified Staff

All employees will be provided an additional ten (10) days of paid leave immediately following the birth of an employee's child or adoption of a child under the age of **six** years.

- For 12-month employees, the policy period will be in effect from July 1– June 30. The ten (10) days will accumulate based on the district office being open for business.
- For employees who work less than 12 months, the maternity leave is not available during summer vacation. The ten (10) days will accumulate according to the employee's work schedule.
- Leave days must be used consecutively.

If both parents are employees of the district, an alternating start time can be requested. In such exceptions, leave must begin within 11 days of birth or adoption. Any leave that impacts mandatory attendance dates must be requested and granted or denied by the Superintendent.

Maternity/paternity leave will run concurrently (not in addition to) with the 12 weeks of family medical leave employees may take pursuant to the FMLA policy of the district. Unused sick leave can be used for extended maternity/paternity leave. Staff desiring to use maternity/paternity leave should notify the district of their intent to use the leave.

Adopted: 10/21/2016