



**AUTAUGA COUNTY BOARD OF EDUCATION
OFFICE OF THE SUPERINTENDENT**

**LYMAN WOODFIN
SUPERINTENDENT**

Written Notice of Paid Parental Leave Rights

1. Right to Paid Parental Leave

Employees are entitled to Paid Parental Leave in connection with the following qualifying events:

- Birth of a child
- Stillbirth or miscarriage of a child
- Adoption of a child
- Placement of a child for foster care

What is an eligible employee? An eligible employee is one that has worked 12 consecutive months prior to the event at your current local education agency or at another one within the State of Alabama.

What does an eligible employee need to know? This leave allows eligible employees to take time away from work while continuing to receive compensation, subject to the terms and conditions set forth by the employer and applicable policies. This leave does not require employees to utilize their leave. This leave does allow for employees, that are qualified members of the sick bank, to receive donated days in accordance with catastrophic leave under the sick bank law. The Parental Leave Law requires this leave to run concurrently with Family Medical Leave.

This leave does require employees to return to work. If the employee fails to return, employee is responsible for repayment of leave received. A leave of absence may be granted upon board approval in conjunction with parental leave, however, the employee is still required to return to work. Failure to return even after a leave of absence could result in repayment of leave.

2. Number of Weeks Available

Eligible employees may receive the following paid parental leave based on their circumstances:

Employee Category	Qualifying Event	Leave Duration
Female Employees	Birth, Stillbirth, or Miscarriage	Up to 8 weeks
Male Employees	Same events as above	Up to 2 weeks
Adoption – Primary Parent	Adoption (child age ≤ 3)	Up to 8 weeks
Adoption – Secondary Parent	Adoption (if both parents are eligible)	2 weeks

3. Procedure for Requesting Leave

Employees must follow these steps to request Paid Parental Leave:

- Submit the completed Parent Leave Request Form with the applicable FMLA form to the Human Resources department
- Provide all documentation at least 30 days in advance of the requested leave date, unless extenuating circumstances exist
- Sign a Return-to-Work Agreement confirming intent to remain employed for at least 8 weeks after the leave ends

Contact: Human Resources for more information