



Parental Leave

Last modified **NOVEMBER 15 2023**

The Rowan County Public Library (“the Library”) shall provide up to six (6) weeks of paid parental leave to a staff member following the birth of that employee’s child or that employee’s adoption of a child under the age of 10. This policy shall be concurrent with Family and Medical Leave Act (FMLA) leave, as applicable.

ELIGIBILITY

Library staff must meet the following criteria to be eligible for parental leave under this policy:

- The staff member has been actively employed with the Library for at least 12 consecutive months; and
- they have worked at least 1,250 cumulative hours during the 12 months immediately preceding the date upon which the leave would begin.

Per KRS 337.015, certain relatives and other caregivers are specifically excluded from eligibility for adoption leave, including: Fictive kin, stepparents, stepsiblings, or biological relatives (including a half-relative, first cousin, aunt, uncle, nephew, niece, or a person of a preceding generation as denoted by prefixes of grand, great, or great-great) of the adoptive child.

Foster parents who adopt a foster child already in their care are also ineligible for adoption leave benefits.

AMOUNT, PERIOD, AND DURATION

Eligible employees shall receive a maximum of six (6) weeks of paid parental leave per birth, adoption, or placement of a child/children. A multiple birth and/or adoption/placement event (e.g. the birth of twins or adoption of siblings) will not increase the six (6)-week maximum of leave granted for that event.

In addition, in no case will staff receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month period.



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Each week of paid parental leave is compensated at 100% of an eligible employee's regular pay.

Staff must take paid parental leave in a single, continuous period of leave. Any unused paid parental leave will be forfeited at the end of the aforementioned 12-month period.

COORDINATION WITH FMLA

Paid parental leave taken under this policy shall run concurrently with leave under the FMLA. Therefore, any leave taken under this policy that falls under the FMLA definition of circumstances qualifying for leave due to a birth or the placement of a child due to adoption shall be counted toward the 12 weeks of available FMLA leave for the appropriate 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.

If paid parental leave is exhausted, the balance of FMLA leave (if applicable) shall be compensated through an employee's accrued sick leave and paid time off (PTO). Upon exhaustion of accrued sick leave and PTO, any remaining leave will be unpaid.

For further guidance on these points, refer to the Library's FMLA policy.

REQUESTS FOR PAID PARENTAL LEAVE

Staff who wish to take parental leave must provide their supervisor with written notice of the request at least 30 days prior to the proposed date of leave.