

Contact Sue Colby in the Superintendent's Office by email if you wish to take Parent Leave or Adoption Leave. Also, carbon copy your principal in the email. The email should be sufficient and is a form of evidence that you requested the leave 45 calendar days in advance. Reference: Article 6.C.2. in Unit A contract and Articles 15-3 through 15-8 of Support Contract. If you have accumulated sick leave, you can use that and then take unpaid leave for Birth Parent Leave if no more sick time is left. Adoption Leave is unpaid leave with health benefits.

2. Birth Parent Leave

- a. An educator who is the birth parent may request and receive a leave for the purpose of confinement, delivery, and recuperation under the provisions of either paragraph b or c as the employee may elect. Such election shall be made in writing before leave is taken and such election, when made, shall be final and binding.
- b. Birth parent leave may be elected under the provisions of Section 105D of Chapter 149 of the General Laws in which event the rights and duties of the employee and the notice required shall be determined by reference to said section.
- c. Birth parent leave may be elected for the balance of the school year during which the leave commences. Such leave shall commence on the date requested by the employee provided that notice of election to take leave under this paragraph shall have been at least forty-five (45) calendar days before leave commences.
- d. Birth parent leave taken under either b or c is without pay or other benefits except that the employee is entitled to continue group Blue Cross – Blue Shield and Life Insurance membership at the employee's own expense.
- e. If an educator taking birth parent leave has accumulated sick leave credit available, under the provisions of Section 9 of Leaves with Pay, the employee may elect to use that credit to the extent available for such part of the employee's confinement, delivery, and recuperation as the employee's doctor may certify the employee unable to perform the employee's duties because of illness.
- f. An educator on birth parent leave has the status of an educator on leave of absence.

This is from the support contract. The request must be made 45 calendar days in advance.

15.3 Birth Parent Leave

An employee who is the birth parent may request and receive a leave for the purpose of confinement, delivery, and recuperation under the provisions of either paragraph 15.4 or 15.5 as the employee may elect. Such election shall be made in writing before leave is taken and such election, when made, shall be final and binding.

15.4 The Committee will comply with the provisions of the Family and Medical Leave Act of 1993 (FMLA), Small Necessities Leave Act (SNLA), Domestic Violence Leave Act (DVLA), the Massachusetts Parental Leave Act (MPLA), and Section 7(r) of the Fair Labor Standards Act (FLSA) regarding breast feeding. The School Committee's FMLA, SNLA, DVLA, and MPLA policies are available in the Principal's office in each school building, and from the Association President. These policies outline the general requirements of the FMLA, SNLA, DVLA, and MPLA, but are not meant to be all inclusive. The Committee's FMLA, SNLA, DVLA, and MPLA policies are available on the Committee's website and will be posted in each building. Accumulated sick and/or personal leave time may be used if allowed by the terms of this Agreement.

15.5 Birth Parent Leave may be elected for the balance of the school year during which the Leave commences. Such leave shall commence on the date requested by the employee provided that notice of election to take leave under this paragraph shall have been at least forty-five (45) calendar days before leave commences.

15.6 Birth Parent Leave taken under either paragraph 15.4 or 15.5 is without pay or other benefits except that the employee is entitled to continue Group Medical and Life Insurance membership at his/her own expense.

15.7 If an employee taking birth parent leave has accumulated sick leave credit available, under the provisions of Article X, the employee may elect to use that credit to the extent available for such part of the employee's confinement, delivery, and recuperation as the employee's doctor may certify the employee as unable to perform the employee's duties because of illness.

15.8 An employee on birth parent leave has the status of an employee on leave of absence.

Adoption Leave same language both contracts. Make sure to notify Sue Colby by email and cc your principal at least 45 calendar days in advance to taking the leave. This is from Article 6.C.3 of Unit A Contract and Article 15.18 of support contract. Adoption leave is without pay but you still have access to health insurance.

Article 6.C.3 of Unit A Contract.

3. Adoption Leave

Adoption Leave may be elected for the balance of the school year during which the leave commences. Such leave shall commence on the date requested by the employee provided that notice of election to take leave under this paragraph shall have been at least forty-five (45) calendar days before leave commences. Adoption Leave is without pay or other benefits, except that the employee is entitled to continue Group Medical and Life Insurance membership at his/her own expense (note: in the event that the leave is also covered by the FMLA and/or MPLA, the employee shall only be required to contribute their share of the insurance premiums during the portion of the leave that is covered by the FMLA and/or MPLA). An employee on adoption leave has the status of an employee on leave of absence.

Article 15.18 Support Contract.

15.18 Adoption Leave

Adoption Leave may be elected for the balance of the school year during which the leave commences. Such leave shall commence on the date requested by the employee provided that notice of election to take leave under this paragraph shall have been at least forty-five (45) calendar days before leave commences. Adoption Leave is without pay or other benefits, except that the employee is entitled to continue Group Medical and Life Insurance membership at his/her own expense (note: in the event that the leave is also covered by the FMLA and/or MPLA, the employee shall only be required to contribute their share of the insurance premiums during the portion of the leave that is covered by the FMLA and/or MPLA). An employee on adoption leave has the status of an employee on leave of absence.