



CATEGORY: **Personnel, Leaves/Absences**

EFFECTIVE: **1-29-62**

SUBJECT: **Paternity and Adoption Leave**

REVISED: **11/03/06**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the use of paternity or adoption leave. This procedure applies to contract certificated and monthly classified employees. Temporary or hourly employees are not eligible for paternity or adoption leave.
2. **Related Procedures:**

Personal business leave	7134
Personal necessity leave	7136

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I-2410; Education Code Sections 44977, 45190, 45198; Collective Negotiations Contracts.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.
3. **District Policy**
 - a. **Based on the leave benefits** section included in the various employee/employer collective negotiations contracts, eligible employees may be granted one day of paternity and/or adoption leave.
 - b. **Where permitted**, one day of leave with full pay will be granted to a father upon birth of his child, or to either parent to make final arrangements to adopt a child.
 - c. **Where such leave is not permitted** by the pertinent collective bargaining contract, or if more than one day off is requested for such leave, these additional days and/or additional related absence must be taken as personal emergency/necessity leave or unpaid personal business absence (Procedures 7136 and 7134).

C. GENERAL

1. **Originating Office:** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Chief of Staff.

2. **Day:** For purposes of this procedure, *eight hours* for full-time employment. Absences of regular employees employed less than full time are reported in hours on a proportionate basis (i.e., half-time employee = *four hours*; three-fourths-time employee = *six hours*).

D. IMPLEMENTATION

1. **Employee**
 - a. Where collective bargaining agreement specifies Paternity/Adoption as a leave benefit separate and apart from Personal Necessity Leave, **father** makes verbal request for paternity leave to principal/department head in person or by telephone; upon return to duty completes "Short Term Leave with Pay" form. **Adopting parent** submits request in advance.
 - b. **If paternity or adoption leave** is not permitted or extends for more than the one day allowed, follows procedure for personal business absence or personal emergency leave to cover additional day(s).
2. **Principal/department head** approves absence and forwards leave request to the site's time-recording secretary.
3. **Time-recording secretary** enters absence in the Time and Labor system using code for Paternity/Adoption Leave.
4. **Human Resource Services Division** supplies substitute as requested.

E. FORMS AND AUXILIARY REFERENCES

1. Short Term Leave with Pay Request, http://prod031.sandi.net/dwa/hr_forms.htm

F. REPORTS AND RECORDS

1. Short Term Leave with Pay forms are maintained with site timekeeping records for three years following the close of the current fiscal year.

G. APPROVED BY



Chief of Staff

For the Superintendent of Schools