**James Island Charter High School**

**Paid Parental Leave**

**Paid Parental Leave for Newborn Biological Child or Foster of a Child**

Eligible JICHS employees who are employed by JICHS and who give birth are entitled to receive six weeks of paid parental leave upon the occurrence of a qualifying event. Other eligible JICHS employees who do not give birth are entitled to receive two weeks of paid parental leave upon the occurrence of a qualifying event.

* “Child” means a newborn biological child or foster of a child in state custody and under the age of 18. No child can have more than two parents eligible for paid parental leave.
* “Eligible JICHS employee” means an employee occupying any percentage of a full-time equivalent position.
* “Paid parental leave” means six weeks of paid leave at 100 percent of the eligible JICHS employee’s base pay or two weeks of paid leave at 100 percent of the eligible JICHS employee’s base pay. Leave for part-time eligible JICHS employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work.
* “Qualifying event” means the birth of a newborn biological child to an eligible JICHS employee or after a co-parent’s birth of a newborn child or fostering a child in state custody.

**Paid Parental Leave Usage Includes the Following:**

* The entitlement of this leave expires at the end of the 12-month period beginning on the date of such birth or initial legal placement. An eligible JICHS employee shall receive no more than one occurrence of six or two weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs. However, nothing in this item prohibits a foster parent from requesting and receiving approval for parental leave in nonconsecutive one-week time periods.
* If the leave is not used by the eligible JICHS employee before the end of the 12-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at separation of employment is forfeited.
* Days of paid parental leave taken under this policy must be taken consecutively, except that foster parents may request and receive approval for parental leave in nonconsecutive one-week time periods.
* If both parents are eligible JICHS employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible JICHS employee.
* School holidays will not be counted against paid parental leave.
* Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act (“FMLA”) and any other unpaid leave to which the eligible JICHS employee may be entitled as a result of the qualifying event. However, leave granted under this section is with pay and is not sick leave and therefore does not deduct from the eligible JICHS employee’s accrued leave balance. An eligible JICHS employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this section. Eligible JICHS employees shall accrue sick leave at the normal rate while on this leave, if applicable.

**Paid Parental Leave for Adoption of a Child**

Eligible JICHS employees who are primarily responsible for furnishing the care and nurture of the child, are entitled to six weeks of paid parental leave upon the occurrence of a qualifying event. Eligible JICHS employees who are not primarily responsible for furnishing the care and nurture of the child, are entitled to two weeks of paid parental leave upon the occurrence of a qualifying event.

* “Child” means a child initially legally placed for adoption and under the age of 18. No child can have more than two parents eligible for paid parental leave.
* “Eligible JICHS employee” means an employee occupying any percentage of a full-time equivalent position.
* “Paid parental leave” means six weeks of paid leave at 100 percent of the eligible JICHS employee’s base pay or two weeks of paid leave at 100 percent of the eligible JICHS employee’s base pay. Leave for part-time eligible JICHS employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work.
* “Qualifying event” means the initial legal placement of a child by adoption.

**Paid Parental Leave Usage Includes the Following:**

* The entitlement of this leave expires at the end of the 12-month period beginning on the date of initial legal placement. An eligible JICHS employee shall receive no more than one occurrence of six or two weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs.
* If the leave is not used by the eligible JICHS employee before the end of the 12-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at separation of employment is forfeited.
* Days of paid parental leave taken under this policy must be taken consecutively.
* If both parents are eligible JICHS employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible JICHS employee.
* JICHS holidays will not be counted against paid parental leave.
* Paid parental leave must run concurrently with leave taken pursuant to the FMLA and any other unpaid leave to which the eligible JICHS employee may be entitled as a result of the qualifying event. However, leave granted under this section is with pay and is not sick leave and therefore does not deduct from the eligible JICHS employee’s accrued leave balance. An eligible JICHS employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this section. Eligible JICHS employees shall accrue sick leave at the normal rate while on this leave, if applicable.

Adopted \_\_\_\_\_/23