

**Subject: PARENTAL LEAVE**

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1. Unpaid parental leave, not to exceed ten (10) months, may, at the discretion of the Board of Directors, be granted to an employee for the purpose of adoption or carrying out parental responsibilities contingent on completion of an Extended Unpaid Leave Contract, which has been approved by the Board of Directors.

2. The date of beginning of the parental leave shall be determined by the Executive Director and the employee.

3. Experience credit on the salary schedule shall be awarded, if otherwise applicable, to an employee on parental leave for any year in which he/she has accumulated ninety (90) days of continuous and uninterrupted service for that school year.

4. While on parental leave, the employee shall be allowed to participate in any BOCES insurance or other similar program at his/her own cost, subject to the terms of any applicable policies, unless such insurance is being paid pursuant to the requirements of the Family and Medical Leave Act (FMLA).

5. An employee who has been granted a parental leave shall be returned to his/her former position. If the position is no longer vacant and the employee was on leave for twelve (12) weeks or fewer, he/she shall be returned to an equivalent position. If that position is no longer vacant and the employee has taken leave of more than twelve (12) weeks, the employee shall be placed in a position for which he/she is qualified. However, nothing herein shall be construed to limit or modify the authority and discretion of the Board of Directors and the Executive Director, as otherwise conferred by policy or statute, including, but not limited to, the authority to effect transfers, terminations or other similar matters.

6. If the employee fails to return to work on the scheduled date, he/she shall be deemed to have resigned and shall forfeit his/her right to continued employment with the Rocky Mountain Risk/BOCES.