JCPS Paid Parental Leave Frequently Asked Questions

1. **What is paid parental leave?**
   It is a JCPS leave program that provides thirty (30) contracted days of pay to employees who become a parent by the birth or adoption of a child(ren). It is provided to eligible birthing and non-birthing parents and runs concurrently with medical leave, where applicable.

2. **Am I eligible for paid parental leave?**
   Paid parental leave is available for full-time and permanent part-time employees of JCPS. It is not available for substitutes, temporary or seasonable employees, or student workers.

3. **How long must I have worked for JCPS to be eligible for paid parental leave?**
   To be eligible for paid parental leave, an employee must have worked for JCPS for at least six (6) calendar months. Ex: To be eligible for paid parental leave on 7/1/2026, you must be employed as of 1/1/2026.

4. **I am a new classified employee on probation, am I eligible for paid parental leave?**
   Yes, paid parental leave is available for full-time and permanent part-time employees of JCPS who have worked for JCPS for at least six (6) calendar months.

5. **Can I take paid parental leave intermittently?**
   Paid parental leave may only be taken continuously and cannot be taken as an intermittent leave.

6. **How do I apply for paid parental leave?**
   To apply for this type of leave, an employee must complete a Request for Paid Parental Leave Form at least 30 days prior to the due date or as soon as practicable. Then, send a copy of the unofficial birth certificate provided by the hospital prior to discharge or legal adoption documents indicating completion of the adoption process within twenty one (21) calendar days from the date of birth or finalized adoption. Contact the JCPS Leave Center at 502-485-3436 or jcps.leavecenter@jefferson.kyschools.us to request the application form at least thirty (30) days before the due date. Refer to question 23 and 24 for what documents are acceptable to substantiate the birth or adoption.

7. **Do I have to use sick days while on paid parental leave?**
   No, while on paid parental leave you will not use your accrued sick days. Employees may use up to thirty (30) accrued sick days immediately following paid parental leave for a total of sixty (60) days of leave under the Parental Leave program.

8. **When will my paid parental leave begin?**
   Paid parental leave begins upon the date of birth or finalized adoption of a child(ren), provided it is a contracted or mandatory work day. If the date of birth or finalized adoption is not a contracted or mandatory workday, the paid parental leave will begin on the first contracted or mandatory workday following the date of birth or finalized adoption .

9. **How long does paid parental leave last?**
   Paid parental leave will provide eligible employees full pay for thirty (30) contracted workdays without the use of accrued sick days. Employees may use up to thirty (30) accrued sick days immediately following paid parental leave for a total of sixty (60) days of leave under the Parental Leave program.

10. **How often can I take a paid parental leave?**
    Paid parental leave can only be taken once in a rolling twelve (12) month period.

11. **What if I do not work year-round and I have my baby over the summer break?**
    Paid parental leave will run concurrently with family and medical leave or medical leave and will begin on the first contacted workday of the next school year's working calendar. Teacher Example: Baby is born on Jul 2nd while on summer break, thirty (30) days of paid parental leave begins on August 3rd.

12. **Can I complete professional development, trainings, or extra service while on paid parental leave?**
    No, while on a continuous leave such as parental leave, employees may not perform any work for the district. This includes but is not limited to coaching, volunteering, completing trainings or professional developments, extra service, backpack or summer leagues, attending meetings, classroom setups etc. The only exception to this is employees on an unpaid childrearing leave who wish to substitute teach.

13. **How do I pay for insurance while on parental leave?**
    Since you will remain in paid status on paid parental leave, your insurance premiums will be deducted from your paychecks just like you are working.

14. **Can I add my new child(ren) onto my insurance?**
    The birth or placement of a child(ren) is a qualifying life event and you may add the new dependent(s) onto your existing insurance plan(s). You must contact the JCPS Benefits Department within 30 days of the birth or placement at 485-3436 or jcps-benefits@jefferson.kyschools.us in order to add dependents onto any insurance policies. **Enrollment forms requiring your signature are required - this process does not occur automatically**.

15. **What if I have twins – do I receive double the paid leave?**
    Eligible employees will receive thirty (30) days of paid parental leave regardless of a single or multiple birth.

16. **Can I save/accrue paid parental leave?**
    No, paid parental leave does not accrue like sick days do.

17. **What if my partner/spouse also works for JCPS do we share the paid parental leave benefit?**
    If both parents work for JCPS and are both eligible for paid parental leave as described in questions 2 and 3, then both parents will receive thirty (30) days of paid parental leave each for the birth or placement of the child(ren), provided the necessary request forms and documentations is supplied by both employees.

18. **My partner/spouse also works for JCPS. Can we stagger our paid parental leave?**
    No, paid parental leave begins on the date of birth or placement of a child or children. Paid parental leave will begin on the date of birth or placement for both you and your spouse.

19. **How are contracted workdays determined?**
    Contracted workdays are determined by the working calendar that is published on the JCPS website and do not include optional extra service, professional development, or stipend-related work.

20. **I have been granted guardianship of a child(ren) and filed for adoption, but the adoption is not finalized yet. Am I eligible for paid parental leave?**
    No, to be eligible for paid parental leave the adoption must be finalized and court documents showing the finalized date of adoption must be supplied to the leave center. Prior to the finalized adoption, employees may request leave under the district's other available leave programs, including leave under the Family and Medical Leave Act.

21. **My due date is at the end of the school year. Will my 30 days of paid parental leave continue in August when the next school year begins?**
    If a non-year round employee is eligible for paid parental leave and their leave will span the summer break period, their paid parental leave will continue on the first contracted workday at the start of the next school year until they reach a total of 30 contracted workdays of paid parental leave. An employee may use up to thirty (30) accrued sick days immediately following paid parental leave.

22. **My Paid Parental Leave will span the summer break period, can I go in to set up my classroom?**
    Paid Parental Leave is a continuous leave program. If an employee who is on paid parental leave returns to work in any capacity (including extra service time for teacher classroom set up or AIS week) then the paid parental leave will end with the return to work. Any remaining paid parental leave after the return-to-work date would be forfeited.

23. **What documents are acceptable to indicate the birth of my child?**
    You may submit the unofficial birth certificate provided by the hospital prior to discharge, a photocopy or digital copy of the official birth certificate provided by the State Vital Statistics office, or other document provided by the provider delivering the baby or birth facility (hospital, birthing center, etc.). Depending upon the place of delivery these documents have different names. They are often called a "Certificate of Birth" or a "heirloom or souvenir certificate" and many times will have the newborn's footprints on it. If you have any questions on what is an acceptable document, please contact the JCPS Leave Center at 502-485-3436 for clarification so that you can meet all procedural deadlines.

24. **What documents are acceptable to indicate adoption of a child?**
    You may submit any legal documents that have been filed in court showing the adoption is complete.

25. **I am a surrogate. Am I eligible for paid parental leave?**
    No, Paid Parental leave is available to employees who become parents through the birth or adoption of your child or children. Although you are not eligible for paid Parental Leave, you may be eligible for other leave programs with JCPS such as medical leave while you are under medical care for the childbirth.

26. **I am using a surrogate. Am I eligible for paid parental leave?**
    Yes. Paid Parental Leave is available to employees who become parents through the birth of a child using a surrogate provided that all documentation and procedural deadlines are followed.