

**Adoption Leave Checklist: MASP/MEA-ESP**

Name \_\_\_\_\_ Due Date \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

Attended Meeting to Discuss Leave Options on \_\_\_\_\_

Sick Leave Balance \_\_\_\_\_ as of \_\_\_\_\_

Eligible for FMLA - YES / NO (circle one)

**Minimum of 8 weeks prior to adoption date:**

\_\_\_\_\_ Inform the Personnel Office of adoption date

\_\_\_\_\_ Provide written statement of the employee's tentative plans for leave with the employee's original signature to Personnel Office & Building Principal

\_\_\_\_\_ Contact MEA Membership Chair as well as MEA Treasurer

Please note that the collective bargaining agreement allows an employee to use paid sick leave as a deduction from accumulated sick leave for up to 1 week prior to the adoption and 1 week following the adoption date for a child age 0 through 18 years. This time period includes vacations, holidays, and days when school is not in session.

**Within 7 days of the adoption of the child:**

\_\_\_\_\_ Notify the Personnel Office of the actual adoption date and confirm or update leave plans-contact Payroll Department if you are enrolling in Mayfield Benefits coverage

**Within 3 weeks of the adoption of the child:**

\_\_\_\_\_ Provide a letter requesting unpaid leave if it has not already been requested. Letter must include:  
-Name, Building, Position/Grade Level  
-Date UnPaid Parental Leave shall commence  
-Date employee shall return to the classroom

\_\_\_\_\_ Date of agenda when leave was approved by the Board

**Within 30 days of the adoption of the child:**

\_\_\_\_\_ Submit Healthcare Enrollment Forms with Social Security Number of the child and provide copies of \_\_\_\_\_ documents as soon as possible.

Please note that in the case of unpaid leave, the employee must return at the end of FMLA (which is no more than 12 weeks of contracted time following the birth),

For employees assigned to instructional positions:

1. The remainder of any nine (9) week grading period
2. The remainder of a semester; or
3. The remainder of the school contract year

For employees assigned to non-instructional positions shall be any increment of time up to the remainder of the employees' contractual year in which the delivery of the baby or adoption of a child eighteen (18) years of age or younger occurs.

In accordance with the collective bargaining agreement, once unpaid leave has been requested and approved, it can only be amended by a "life-changing event" and 4 (4) weeks written notice must be provided to the Director of Personnel.