

PARENTING LEAVES OF ABSENCE

Review “FMLA Parenting Leave Chart” and Section 7.4, “Parenting Leaves of Absence,” of the Professional Agreement between Geneseo Education Association and Geneseo CUSD #228 Board of Education.

NO LATER THAN FOURTH MONTH OR UPON ASCERTAINMENT OF PREGNANCY/ADOPTION/FOSTER:

- Provide written notification to Superintendent or designee with the expected date of delivery/adoption/foster.
- Meet with building principal to begin discussion of leave request/time off and substitute requirements.
- Complete & send “Parenting Leave of Absence Request” form indicating the number of paid and unpaid school days requested to District Office, Attn: Human Resources tcolter@geneseoschools.org

UPON START OF PARENTING LEAVE:

- Email Human Resources tcolter@geneseoschools.org if start date of leave is different than anticipated.
- After baby is born/adopted/foster confirmed, within 15 days, notify Human Resources tcolter@geneseoschools.org of any health insurance change needed.

Any modification to the initial leave request (either extending or reducing), shall require a written request to the Superintendent or designee.



GENESEO

COMMUNITY UNIT
SCHOOL DISTRICT #228

Where the *future* grows.

PARENTING LEAVE OF ABSENCE REQUEST
(For Board of Education Approval)

I, _____, have read and understand Section 7.4,
“Parenting Leaves of Absence” from the 2023-2026 Professional Agreement between the
Geneseo Education Association and the Geneseo CUSD #228 Board of Education.

The expected delivery/adoption date is _____. I request approval to use
_____ days district paid parental leave (max 5 days), _____ days paid time
off (max 30 accumulated sick days), and/or I request approval to use _____ days
unpaid/dock time off, for a total of _____ days’ leave. The leave will commence on or
around _____, through _____.

I will return to work on _____.

I understand that the parenting leave requested impacts the 12 weeks of Family Medical Leave Act
time that I have available based upon my previous 12 months of service, and my subsequent 12
months of service. Dock days for professional staff may affect TRS creditable service per TRS rules
& Geneseo CUSD #228 years of experience.

Signature _____

For Human Resources use only

Board of Education approved leave on _____

Copy of leave request to payroll _____

Verified time off entry in Frontline Education _____
