

To: Rich Seckel

From: Neva-Marie Polley Scott

Date: December 10, 2018

Re: Family Leave Committee Recommendations

KEJC's primary source for employee policies is a document titled "OKLSP PERSONNEL POLICY", which was adopted in December 1984. This document is attached, in full, for reference. The pertinent provisions related to family leave are excerpted below. The primary policy for family leave provides:

Parental leave of up to five (5) days with pay will be available to an employee at the time of the birth or adoption of his/her child.

Additional leave of up to three (3) months without pay may be taken with the prior approval of the Director. An employee may take this leave time with pay if s/he has sufficient accrued sick leave, annual leave or Compensatory Time to do so.

A KEJC Memo from Anthony G. Martin, dated December 5, 1986 titled "Updates to Personnel Policy" notes, in part,

Parental leave with pay is increased to 10 days. A total of three months for parental leave may be taken, with pay if you have sufficient accrued leave from all available sources to cover the time.

The committee considered the prior KEJC policy, the policies of the four Kentucky Legal Services programs, costs to the agency, client services, and the needs of staff members to have sufficient leave in order to address new parenting needs and recommends that KEJC adopt the following language in place of the current family leave policy.

Parental Leave

Full-time employees may take 20 days (160 hours) of paid parental leave for the birth or adoption of the employee's child. Part-time employees may take parental leave in proportion to the number of hours that they work in comparison to a 40-hour work week. For all employees, parental leave may also include time prior to the day of birth or adoption. Parental leave must be taken with the prior approval of the Director.

Employees may take parental leave in conjunction with other accrued leave (including sick leave, annual leave, and/or compensatory time). Employees may also take unpaid parental leave. Total paid and

unpaid leave may not exceed 6 months. Parental leave may be taken in time increments of no less than 30 minutes.

Parental leave may not be used more than 365 days after the birth or adoption of the employee's child.