**Paternity Leave Guidelines**

Paternity Leave Information Timeline

1. Member should notify their Building Principal about paternity-related plans, by email, two to three months before the anticipated due date.
2. For planning purposes, this email is only necessary for anticipated leaves of one week or more. If a member anticipates a leave shorter than one week, but then needs to change to a longer leave, the absence of prior notification does not prohibit the member from taking additional time.
3. Members are responsible for leaving substitute lesson plans for the duration of their leave. While the district may pursue hiring a credentialed teacher to cover the leave, the member should anticipate the need to provide day-to-day plans like any other short-term absence.
4. Please note that if the member has additional extra- or co-curricular obligations (clubs, coaching, leadership roles, etc.), they will need to communicate their intentions to the appropriate administrator for planning purposes.
5. As the paternity leave approaches, the member and building principal should coordinate how substitute plans will be shared and implemented.
6. At the commencement of the leave, the member needs to report daily absences on Absence Management.
7. Upon the birth of the child, the member needs to submit a letter from the doctor indicating that the baby was born. The member should submit this paperwork as soon as possible after the birth. Within the first few days, however, the member should call Human Resources with the name and DOB of the baby in order to add the child to health insurance.

**Matthew Carr**

Director of

Human Resources and Student Services