

# **Paid Parental Leave Policy – Benefits Manual**

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# **PUBLIC SCHOOLS OF NORTH CAROLINA**

State Board of Education | Department of Public Instruction

# **Paid Parental Leave Correction and Personal Leave**

# Paid Parental Leave

## Section 8.1.3 Eligibility

A permanent, probationary, or time-limited full-time PSU employee who becomes a parent to a child under the age of 18 years by birth, adoption or placement in foster care may take the following paid parental leave:

1. Up to eight weeks of paid leave after giving birth to a child; or
2. Up to four weeks of paid leave after any other qualifying event.

A permanent, probationary, or time-limited part-time employee may take a prorated amount of paid leave after giving birth. Part-time employees receive the same amount of leave as full-time employees. Employees who work less than full-time hours will receive compensation for paid parental leave based on the percentage of the total wages for that job that reflects the actual time worked., not to exceed four weeks. A permanent, probationary, or time-limited part-time employee may take a prorated amount of paid leave, not to exceed two weeks, after any other qualifying event.

# Personal Leave

## Section 5.1.2 – Use of Personal Leave

(f) Teachers using personal leave on days other than those referenced in subsection (b) of this section shall receive full salary as long as the teacher provides a reason for the request. If the teacher does not provide a reason for the request, the teacher shall receive full salary less the full cost of hiring a substitute for the teacher. If no substitute is hired for a teacher, any substitute reduction shall be refunded to that teacher.

# Questions

