

# IDEA PUBLIC SCHOOLS

## PAID FAMILY LEAVE POLICY



IDEA is committed to being the best place to work. We deeply value our Team and Family and want to afford them access to high-quality leave programs that allow for space and time away from work when starting or extending their families through the birth or adoption of a child.

### WHAT

**Effective July 1, 2016** staff members are eligible for up to eight weeks of paid leave for the birth or adoption of a child.

### ELIGIBILITY

This policy applies to staff that are regularly scheduled to work 20 hours or more per week. It does not apply to temporary non-regularly schedule staff, i.e. tutors, athletic coaches, summer interns, etc. All staff are eligible for this program regardless of marital status or sexual orientation.

### HOW

Eligible staff members qualify for paid time off based on both their cumulative tenure with the organization and caregiver designation as represented in the chart below.

TENURE	WEEKS OF PAID LEAVE	
	Primary Caregiver	Non-Primary Caregiver
Less than 1 year	N/A	N/A
1 year, but less than 3 years	4 weeks	2 weeks
3 years, but less than 5 years	6 weeks	2 weeks
5 years or longer	8 weeks	2 weeks

**Definition** (for purposes of this policy):

- Primary caregiver is the parent who assumes the responsibility of staying home with the child the duration of the leave period (typically 8 -12 weeks) before transitioning back to work.
- Non-primary caregiver is the parent whose spouse is designated as the primary caregiver.

### ADDITIONAL KEY POINTS

- In addition to paid family leave, staff may use their own accrued time off. If used, personal time off will run in addition to and not concurrently with paid leave.
- Staff will continue to accrue and be eligible for benefits while out on leave.
- Staff are expected to return to IDEA following taking paid leave under this policy. In the event a staff member does not return following the end of the leave period, any salary paid is subject to being revoked.
- Unpaid time may be taken in accordance with the federal Family and Medical Leave Act of 1993

### PROCESS

Staff who plan to take family leave for the birth or adoption of a child should notify their manager and Human Resources as soon as possible. Human Resources will guide staff through the process on an individualized basis.

### QUESTIONS?

Contact the Human Resources Team.

