

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 who are regularly scheduled to work 20 hours or more per week. It does not apply to temporary non-regularly scheduled staff, i.e. tutors, athletic coaches, summer interns, etc. All staff are eligible for this program regardless of marital status or sexual orientation. Please note that for the purposes of an employee's entitlement for paid family leave, employees will be eligible for paid leave within a rolling 12-month period. The rolling 12-months will be measured backwards from the last day an employee has used paid leave.

HOW

Eligible staff members qualify for paid family leave 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 for 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 paid time off. If used, paid time off will run in addition to and not concurrently with paid family 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.

