



## Mountain Song Community School Parental Leave Policy

The purpose of this policy is to provide the employees of Mountain Song Community School (MSCS) with information regarding leave to care for a newborn or a child placed through foster care or adoption.

MSCS falls under the provisions of the Family Medical Leave Act (FMLA). Under FMLA, qualifying employees are eligible for up to 12 weeks of **unpaid** leave each year (12 months) for any of the below reasons. The 12-month FMLA period begins on the first date an employee takes FMLA leave.

- For the birth and care of the newborn child of an employee
- For placement with the employee of a child through adoption or foster care
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition
- To take medical leave when the employee is unable to work because of a serious health condition

To qualify for FMLA at MSCS, Employees must have worked for MSCS for at least 12 months and worked at least 1,250 hours during the 12-month period immediately preceding the leave.

FMLA covers all employees caring for a new child in their home (mothers, fathers, adopted parents, guardians).

Under FMLA, new parents/guardians will continue to be covered by group benefit programs throughout the duration of their leave. However, employees are required to continue to cover the employee cost of benefit premiums. Employee benefit costs may be prepaid by the employee through payroll deductions, or the employee must write a check to MSCS for the employee cost.

Employees must utilize all available Paid Time Off to cover a portion of their Parental Leave.

Under FMLA, school breaks and closures lasting one week or more will not be counted against available unpaid leave. Breaks and holidays that are shorter than one week will count against available FMLA leave.

In addition to the provisions of FMLA, MSCS would like to offer the following benefits to its employees:

1. All employees are automatically enrolled in Mountain Song's Short-Term Disability plan through Equitable. For biological mothers, STD benefits begin eight days after the mother gives birth. Employees receive 60% of their income, up to a maximum of \$1,000 per week. Benefits continue until you are medically determined to return to work or thirteen weeks, whichever comes first.
1. Salaried employees who receive pay year-round will be compensated at their normal rate during school breaks and pre-planned school closure days (for more information on how this impacts Short Term Disability, please contact the HR department).