

PRAIRIE CREEK COMMUNITY SCHOOL

Parenting Leave Policy

Purpose

Prairie Creek Community School understands that new parents often need to take time away from work. The following policy seeks to generously accommodate new parents while protecting the School's financial resources and its interest in providing consistent, quality instruction for Prairie Creek students.

Definition of Parenting Leave

This policy applies when an employee requests a leave of absence because of:

- the birth of a baby, or
- the adoption or fostering of an individual under age 18 (or under age 20 if the individual attends secondary school).

Timing of Leave

The employee may choose the start date for the leave, but that date must not be more than six weeks after the birth, adoption, or foster care placement (unless the baby stays in the hospital longer than the mother, in which case the leave may begin within six weeks from when the child leaves the hospital).

Covered Employees

This policy is available to employees who:

- will have worked for the School for at least one academic year (or the equivalent, if hired after start of the school year) when the leave begins; and
- worked an average of half-time during that academic year. (In other words, the individual's average number of hours worked

per week must equal at least one-half of the full-time equivalent for their job classification.)

Benefits Available

All covered employees. The School will provide the following benefits to covered employees seeking leave under this policy:

- up to six weeks of unpaid leave; and
- continued availability of health insurance coverage for the duration of the leave (with premiums paid by the employee).

Full-time licensed and office staff. The School will provide the following benefits to covered employees who are (a) licensed or office staff and (b) working at least 35 hours per week:

- up to three weeks of paid leave;
- up to nine weeks of unpaid leave;
- payment of health insurance premiums for up to six weeks (for employees enrolled in the School's health plan); and
- continued availability of health insurance coverage for the duration of the leave (with premiums paid by the employee).

Notice Requirement

An employee seeking leave under this policy must provide the Director with at least three months' notice. The Director may grant leave with less than three-months' notice, but the decision to do so lies entirely within the Director's discretion and will be based on the individual circumstances of each case.

Use of Contractual Paid Days Off

An employee may choose to use personal days during a parenting leave. In that case, these days will increase the number of days for

which the employee is paid, but they will not expand the total length of leave beyond the length of leave described above.

Position Upon Return

The Director will endeavor to return the employee to the same position he or she had when the leave began, but in cases where the passage of time has made this accommodation difficult or impracticable, the School reserves the right to provide the employee with an equivalent position.

Approved: April 18, 2011

Legal Reference: Minn. Stat. § 181.941.