

Sejong Academy. Parental Leave Policy (formerly Maternity/Paternity Leave Policy)

When a Sejong Academy employee has or adopts a baby/child, on top of what is required by the FMLA, Sejong Academy will offer parent employees who are eligible for FMLA (worked at least 1250 hours within the last 12 months; has to have worked at least 12 months' total time for the employer) 4 weeks of PAID leave. This 4 weeks would count towards the 12 workweek leave period afforded by FMLA.

If a break in employment over the last 12 months was due to visa issues, then as long as they were employed when possible during the last 24 months, then that employee would qualify for the above. Other scenarios may be considered by the Personnel Committee.

Note: for the 2022-2023 school year, Sejong Academy has short-term disability (STD) coverage that affords **up to** 12 weeks paid maternity leave at 60% of salary up to \$1,000 max per week. Sejong's Parental Leave Policy's 4 weeks paid as described above will work in conjunction with STD pay.

Note: employees who do not qualify for maternity leave through the short-term disability coverage (e.g., males) will get 4 weeks paid leave if they qualify for FMLA.

For example, a staff qualifies for 12 weeks paid STD maternity leave and the 4 weeks of paid leave from Sejong's Parental Leave Policy. This is how that employee would be paid:

- Week 1 - 100% of salary, paid for by Sejong Academy (this is the STD's elimination period)
- Weeks 2-4 - 60% of salary from STD policy (up to \$1k max) + 40% (balance) from Sejong Academy
- Weeks 5-12 - 60% of salary from STD policy

Note: in order to receive paid benefits from Sejong Academy's Parental Leave Policy, the employee must apply for short-term disability.

Sejong Academy will also offer 12 workweeks unpaid leave to those employees who are not eligible for FMLA, as long as they've worked at Sejong Academy for at least 700 hours during the 12 months prior to the start of leave and as long as their last evaluation was satisfactory. We will also grant said employee continuation of group health coverage if the employee returns at the end of or before 12 workweeks of leave.

If the employee agrees to return, but then does not end up returning, the employee will be responsible for reimbursing the school the cost of the group health coverage during the time period of leave.

Note: employment at Sejong Academy is based on employee agreements that go school year to school year. FMLA and the above proposal does not guarantee an employee a new agreement for the following school year. It only provides job protection for the duration of the employee's current agreement.

Board approved August 26, 2015.

Revised February, 25, 2021.

Edited October 6, 2021

Edited October 27, 2022