

## **Summary of Employee Benefits and Obligations for New Child Leave**

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At the International School of Louisiana, we believe in empowering people. Our employees are integral to school and student success. Salary is a factor in compensation, but excellent employee and family benefits are another important aspect. The International School of Louisiana is committed to our employees, and we strive to provide the best benefit package possible. This document summarizes your benefits and obligations under the International School of Louisiana new child leave policy.

- Employees who have worked for the International School of Louisiana for a minimum of one complete school year or 12 months, whichever is less, on the date the child joins the family, may receive up to twelve weeks paid new child leave.
- You must notify your supervisor (Principal/Director) and Human Resources Manager, of their expected new child and expected arrival date.
- Paid new child leave consists of short-term disability payment and the school's contribution of your salary minus the short-term disability payment. Combining the two, you will normally receive your full salary payments over twelve weeks. However, if you do not complete the short-term disability paperwork, the school will only pay your salary minus what the short-term disability payment would be.
- Our current insurance provider typically pays out short-term disability to staff members *after* their leave. The International School of Louisiana wants to ensure that you are financially secure while on leave to give birth, so ISL will advance this money to you by continuing to pay your full salary during your paid leave. Once you begin to receive the short-term disability payments the school will adjust your pay accordingly.
- Employees who have a difficult pregnancy and require time off before delivery may qualify for:
  - short-term disability payments, and/or
  - unpaid leave under the Family Medical Leave Act (FMLA) – see the International School of Louisiana's FMLA policies and procedures for more details.
  - Please note that for any time taken beyond the 12 weeks of FMLA, you are responsible for your full premium payments for medical, dental, and vision.
- You must complete essential short-term disability paperwork with our current insurance provider and with your doctor to ensure you receive short-term disability payments.
- You may enroll your new child in your International School of Louisiana medical insurance plans by emailing Janet Lundy [jlundy@isl-edu.org](mailto:jlundy@isl-edu.org) within thirty (30) days after the birth of your child. You may be responsible for additional premium payments.



- Paid new child leave, short term disability and/or family medical leave are concurrent and may coincide with regular school holidays or school time off. Paid new child leave is concurrent with any regularly scheduled school time off and, therefore, you may not request additional paid new child leave beyond the twelve consecutive weeks immediately following date the child joins the family.
- You must contact your immediate supervisor every two weeks during paid new child leave to inform him/her of your intention to return to work.
- The International School of Louisiana will hold your position unless:
  - you indicate you are not returning to work, or
  - you do not check in regularly with your immediate supervisor while on new child leave.

## **Employee Checklist:**

- Notify supervisor and human resources of my due date.
- Meet with principal, and Human Resource Manager (HRM), to discuss leave.
- Complete Short-Term Disability Leave paperwork and return to HRM.
- Give "Physician's Statement" STD form to physician to complete and return to HR.
- Notify supervisor and human resources of date of birth.
- Check in with supervisor two weeks after birth: Date \_\_\_\_\_
- Check in with supervisor four weeks after birth: Date \_\_\_\_\_
- Check in with supervisor six weeks after birth: Date \_\_\_\_\_
- Check in with supervisor eight weeks after birth: Date \_\_\_\_\_
- Check in with supervisor ten weeks after birth: Date \_\_\_\_\_
- If desired*, enroll new child in ISL insurance within 30 days of birth. Deadline: \_\_\_\_\_