

Summary of Employee Benefits and Obligations
New Child Leave for Second Caregiver of Non-School Aged Child

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. The following sections summarize the International School of Louisiana Secondary Caregiver leave benefits and obligations for employees that are adding a non-school aged child to their family.

- 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 day a non-school aged child joins their family may receive up to 200 hours of paid leave during the 12 months immediately following the birth or adoption of the child.
- Employees must notify their supervisor (Principal/Director) and Human Resources Manager, of their expected new child and expected arrival date.
- Employees who have a partner that experiences a difficult pregnancy and require time off before delivery may qualify for unpaid leave under the Family Medical Leave Act (FMLA) – see the International School of Louisiana’s FMLA policies and procedures for more details.
- Employees who wish to take more than 200 hours off after the arrival of their child may be eligible for unpaid leave under FMLA, if they worked at the International School of Louisiana for at least 12 months. Please note that FMLA is concurrent with secondary caregiver leave. See FMLA policies and procedures for further details.
- Paid new child leave is concurrent with FMLA. This means that time taken as new paid new child leave will count against your annual FMLA leave entitlement.
- Paid new child leave and unpaid FMLA leave are concurrent and may coincide with regular school holidays or school time off.
- Employees must plan the usage of their 200 hours of paid new child leave with their supervisor and must receive prior approval to use these hours.
- An employee may enroll his/her new child in his/her International School of Louisiana medical insurance plans, but he/she must do so within thirty days after the addition of their child. Further, the employee may be responsible for additional premium payments.



Employee Checklist:

- Notify supervisor and human resources of impending arrival of new child.
- If desired, complete insurance enrollment paperwork for new child within 30 days.
- Meet with Supervisor and Human Resource Manager to discuss benefits & obligations.
- Schedule usage of the 200 hours with supervisor and receive approval. Supervisor to notify Human Resources Manager

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