

## Summary of Employee Benefits and Obligations

### **New Child Leave for Second Caregiver of Non-School Aged Child - Fewer than 12 Months**

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 Second 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 *less than one complete school year and fewer than 12 months* on the day a non-school aged child joins their family may receive up to 120 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 Resource Manager, of their expected new child and expected arrival date.
- Paid new child leave is concurrent and may coincide with regular school holidays or school time off.
- Employees must plan the usage of their 120 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 120 hours with supervisor and receive approval.
- If using unpaid FMLA leave, notify supervisor and human resources as soon as possible and check in with supervisor every two weeks.