

Parental Leave Policies

Maternity Leave

Young Scholars Charter School may, in its discretion, grant paid maternity leave to employees in accordance with this policy.

Eligibility

To be eligible for paid maternity leave, an employee must meet the following requirements:

- The employee must be regularly scheduled to work thirty (30) hours or more per week;
- The employee must have been employed by the School for the twelve (12) consecutive month period immediately preceding the leave; and
- The employee must have worked for the School for at least one thousand, two hundred and fifty (1,250) hours during the twelve (12) month period immediately preceding the leave.

Amount and Timing of Leave

For a natural birth that is either non-surgical or surgical, Young Scholars Charter School may grant up to six (6) weeks of paid maternity leave to care for the employee's child after birth. Such leave will run concurrently with any FMLA leave to which the employee may be entitled. An employee may elect when to start the paid portion of her leave, but must communicate the election in advance to Human Resources. However, paid maternity leave may only be taken within eight (8) weeks after the birth of a child(ren).

Applying for paid maternity leave

To apply for paid maternity leave, an employee must:

- 1) Complete and return a Paid Parental Leave Request (Appendix B); and
- 2) Complete a leave request form.

To ensure accurate and timely payment, the employee is responsible for submitting these forms to Human Resources at least 30 days in advance of the first day of leave. To receive a copy of these forms, send an email to HR-PA@phillyscholars.org.

Young Scholars Charter School retains complete discretion to decide when and whether to make such leave available and to determine the duration, terms and conditions of any such leave arrangement.

Parental Leave

Young Scholars Charter School may, in its discretion, grant paid parental leave to employees in accordance with this policy.

Eligibility

To be eligible for paid parental leave, an employee must meet the following requirements:

- The employee must be regularly scheduled to work thirty (30) hours or more per week;

- The employee must have been employed by the School for the twelve (12) consecutive month period immediately preceding the leave; and
- The employee must have worked for the School for at least one thousand, two hundred and fifty (1,250) hours during the twelve (12) month period immediately preceding the leave.

Amount and Timing of Leave

Young Scholars Charter School may grant up to 2 weeks of paid parental leave to care for an employee's child after birth. Such leave will run concurrently with any FMLA leave to which the employee may be entitled. An employee may elect when to start the paid portion of his/her leave, but must communicate the election in advance to Human Resources. However, paid parental leave may only be taken within four (4) weeks after the birth of a child(ren).

Applying for paid parental leave

To apply for paid parental leave, an employee must:

- 1) Complete and return a Paid Parental Leave Request (Appendix B); and
- 2) Complete a leave request form.

To ensure accurate and timely payment, the employee is responsible for submitting all of these forms to Human Resources at least 30 days in advance of the first day of leave. To receive a copy of these forms send an email to HR-PA@phillyscholars.org.

Young Scholars Charter School retains complete discretion to decide when and whether to make such leave available and to determine the duration, terms and conditions of any such leave arrangement.

Adoption, Foster & Surrogacy Leave

Young Scholars Charter School may, in its discretion, grant paid adoption and fostering leave to employees in accordance with this policy. Paid adoption and fostering leave may be available to employees who adopt or foster a child through an adoption agency, legal surrogacy or a fostering agency, but not for employees who adopt or foster a child through marriage.

Eligibility

To be eligible for paid adoption and fostering leave, an employee must meet the following requirements:

- The employee must be regularly scheduled to work thirty (30) hours or more per week;
- The employee must have been employed by the School for the twelve (12) consecutive month period immediately preceding the leave; and
- The employee must have worked for the School for at least one thousand, two hundred and fifty (1,250) hours during the twelve (12) month period immediately preceding the leave.

Amount and Timing of Leave

A primary caregiver, defined as someone who has primary responsibility for the care of a child immediately following gaining custody, care and control of the child for the first time, is eligible for up to six (6) weeks of paid leave to care for the child. Adoption and fostering leave for a primary caregiver may only be taken during the first eight (8) weeks that a child(ren) is in the employee's care. In a two-parent household, only one parent would be considered the primary caregiver.

Secondary caregivers, including legal spouses and domestic partners, are eligible for up to two (2) weeks of paid leave to bond with and care for the adopted, or foster child. Adoption and fostering leave for a secondary caregiver may only be taken during the first four (4) weeks that a child(ren) is in the employee's care.

If both parents work for Young Scholars Charter School then only one parent can be designated as a primary caregiver. The parents shall designate which caregiver is the primary and which one is the secondary under this policy.

Paid adoption and fostering leave will run concurrently with any FMLA leave to which the employee may be entitled. An employee can elect when to start the paid portion of their leave, but must communicate the election in advance to Human Resources.

Employees will be required to submit documentation identifying themselves as either the primary or secondary caregiver during this type of leave.

Applying for paid adoption and fostering leave

To apply for paid adoption and fostering leave, an employee must:

- 1) Complete and return a Paid Parental Leave Request (Appendix B); and
- 2) Complete a leave request form.

To ensure accurate and timely payment, the employee is responsible for submitting all of these forms to Human Resources at least 30 days in advance of the first day of leave. To receive a copy of these forms send an email to HR-PA@phillyscholars.org.

Young Scholars Charter School retains complete discretion to decide when and whether to make such leave available and to determine the duration, terms and conditions of any such leave arrangement. Requests for leave must be directed to and approved in writing by the employee to the School's Co-Principals.

Family Growth Through Marriage Leave

Young Scholars Charter School may, in its discretion, grant paid leave to employees who experience family growth through marriage in accordance with this policy.

Eligibility

To be eligible for family growth through marriage leave, an employee must meet the following requirements:

- The employee must be regularly scheduled to work thirty (30) hours or more per week;
- The employee must have been employed by the School for the twelve (12) consecutive month period immediately preceding the leave; and
- The employee must have worked for the School for at least one thousand, two hundred and fifty (1,250) hours during the twelve (12) month period immediately preceding the leave.

Amount and Timing of Leave

An employee may be entitled to paid leave of up to two (2) weeks for parent-child bonding time upon the growth of the employee's family by marriage when the employee becomes the step-parent of a child(ren) under the age of 5 years. Only one such paid leave will be granted per marriage. Such leave will run concurrently with any FMLA leave to which the employee may be entitled. An employee can elect when to start the paid portion of their leave, but must communicate the election in advance to Human Resources. Family growth leave may only be taken within two (2) weeks of marriage.

Applying for paid family growth through marriage leave

To apply for paid family growth through marriage leave, an employee must:

- 1) Complete and return a Paid Parental Leave Request (Appendix B); and
- 2) Complete a leave request form.

To ensure accurate and timely payment, the employee is responsible for submitting all of these forms to Human Resources at least 30 days in advance of the first day of leave. To receive a copy of these forms send an email to HR-PA@phillyscholars.org.

Young Scholars Charter School retains complete discretion to decide when and whether to make such leave available and to determine the duration, terms and conditions of any such leave arrangement.