

# ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

## 4105 MATERNITY & PATERNITY LEAVE

### **Purpose**

Entheos Academy believes strongly in Family, as such we support our staff in their desire to grow their families through births and/or adoptions. Entheos Academy also recognizes the need for new parents to spend time with new additions to their families.

### **Policy**

- I. Compensation
  - A. Entheos Academy will pay up to 6 (six) weeks of maternity leave time for new mothers (including newborn adoptions) and up to 1 (one) week of pay to new fathers (including newborn adoptions) to all full time employees who have been employed by Entheos in a full-time capacity for a minimum of 6 (six) months.
  - B. Leave must be used at one time with no breaks and can begin no later than the date of newborn birth or adoption.
- II. Continuation of Benefits
  - A. Health insurance benefits will continue to be provided during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken.
- III. Requirements for Obtaining Paid Leave
  - A. The employee must provide to the Director of the school notice, in writing, 30 days before the requested leave (or as much notice as practicable if the leave is not foreseeable).
  - B. After the 6 (six) weeks of maternity/adoption or 1 (one) week paternity leave have been exhausted, subsequent leave will be covered under appropriate policies.
  - C. The Family and Medical Leave Act (FMLA) allows employees up to 12 work weeks of unpaid leave annually.
    1. Paid leave under this policy will run concurrently with FMLA leave. After paid maternity/paternity leave is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with FMLA leave.

ENTHEOS BOARD POLICY – UPDATED APRIL 17, 2017

UPDATED APRIL 16, 2018, UPDATED FEB 25, 2021 UPDATED OCTOBER 25, 2023