



Windham Academy Parental Leave Policy

1. Purpose and Objective

Windham Academy will provide up to six (6) weeks of parental leave paid at 60% of the pre-disability earnings for a covered claim for one's own serious health condition and/or to care for a family member. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

2. Eligibility

2.1 General Eligibility Criteria

To be eligible for paid parental leave, employees must meet the following criteria:

1. Be a current full-time employee of Windham Academy.*
2. Be otherwise eligible to take FMLA leave.
3. Be a full-time salaried employee.

Note on Eligibility:

Employees who have not been employed for at least one (1) year are eligible for the same parental leave benefits as those employed for one year or more. However, if they do not return to work by the start of the following school year, they must repay the full amount of paid parental leave received.

3. Coordination with Other Policies

3.1 Interaction with FMLA

- Paid parental leave will run concurrently with FMLA leave and count toward the 12 weeks of available FMLA leave in a 12-month period.
- After paid parental leave (or short-term disability leave) is exhausted, any remaining FMLA leave will be compensated with PTO time. Once leave is exhausted, the balance of FMLA leave will be unpaid.

3.2 Benefits Continuation

Windham Academy will maintain all employee benefits during paid parental leave as if the employee were taking any other form of paid leave (e.g., PTO).

3.3 Holidays and Administrative Days

- If a holiday or school break occurs during paid parental leave, compensation will be limited to the PFML benefit rate of 60%.

3.4 Job Protection

Employees on paid parental leave that do not qualify for FMLA leave will be afforded the same level of job protection as if they were on FMLA leave.

4. Requests for Paid Parental Leave

Employees must provide school administration with at least **five (5) months' notice** before the proposed leave date. If the leave was not foreseeable, notice must be given as soon as possible.

Employees must complete the necessary HR forms and provide all required documentation to substantiate the leave request.

5. Repayment of Benefits

5.1 Repayment Obligation

Employees with less than one (1) year of service are eligible for the same parental leave benefits as those employed for one year or more. However, if they do not return to work by the start of the following school year, they must repay the full cost of any benefits in which they were enrolled during the leave

5.2 Repayment Terms

1. **Notice of Intent Not to Return:** Employees must notify school administration in writing as soon as possible if they do not intend to return to work.
2. **Repayment Amount:** The repayment amount will equal 100% of any benefits in which they were enrolled during the leave.
3. **Repayment Due Date:** Repayment must be made in full within 60 days of the employee's notice of intent not to return.
4. **Repayment Method:** Employees may choose to repay the amount in one lump sum or establish a repayment plan with school administration, subject to approval.
5. **Deductions:** Windham Academy may deduct unpaid amounts from the employee's final paycheck to the extent permitted by law.

5.3 Exceptions and Appeals

Employees unable to return to work due to extenuating circumstances (e.g., medical issues or relocation due to a spouse's job) may submit a written appeal for partial or full waiver of the repayment obligation. Appeals will be reviewed on a case-by-case basis by school administration and the Board of Trustees.

6. Policy Interpretation and Review

As with all school policies, Windham Academy retains the exclusive right to interpret, modify, or terminate this policy at its discretion.