Windham Academy Public Charter School

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Paid Family and Medical Leave (PFML) Policy

Policy Purpose: Windham Academy Public Charter School (WA) is committed to providing employees with clear guidance regarding Paid Family and Medical Leave (PFML), compensation during approved leave, and the continuation of health benefits.

1. PFML Leave and Compensation

Employees approved for PFML will receive benefits in accordance with the terms outlined below.

A. Initial Waiting Period

The first week of PFML leave is an unpaid waiting period and does not count toward the six weeks of PFML benefits.

During this waiting period, employees may elect to use available paid time off (PTO) or take the week as unpaid leave.

B. PFML Benefit Payments

Following the initial waiting period, approved PFML benefits will begin. MetLife will pay eligible employees directly at a rate of 60% of their salary during the approved PFML benefit period, subject to the applicable benefit terms and approval.

C. School Vacations and Closures

If a scheduled school vacation or school closure lasting five consecutive school days occurs during an employee's approved PFML leave, PFML benefits will pause for that week.

During this period, Windham Academy will pay the employee 60% of their salary for the full week.

The pause in PFML benefits will extend the overall leave period by one week. Under the leave arrangement described in this policy, the total leave period may extend to eight weeks.

Following the conclusion of the school vacation or closure, PFML benefits will resume, and the employee may use the remaining weeks of their approved benefit period.

2. Health Benefits During Leave

Employees enrolled in Windham Academy's health benefit plans, including medical, dental, and/or vision coverage, will maintain their existing coverage while on approved leave, subject to the applicable plan terms and eligibility requirements.

Employees remain responsible for paying their normal employee share of all applicable insurance premiums throughout their leave.

Because employees may not receive a regular paycheck from Windham Academy during their leave, arrangements will be made with each employee to ensure their portion of the premiums is paid.

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Employees may satisfy their premium payment obligations through either of the following options:

- **Payroll Deduction Adjustment:** Any outstanding premium balance may be collected through adjusted payroll deductions over the remainder of the school year following the employee's return to work.
- **Direct Payment:** Employees may make payments by check while on leave to keep their premium contributions current.

Any outstanding employee premium balance must be paid upon the employee's return to work, with the payment method coordinated with Windham Academy administration.

3. Employee Responsibilities

Employees requesting PFML are responsible for completing the required application and approval process through the applicable provider, submitting any required documentation, and communicating with Windham Academy administration regarding their anticipated leave dates and benefit arrangements.

Employees are encouraged to coordinate with administration in advance to establish a plan for insurance premium payments and any payroll adjustments needed upon their return.

4. Policy Administration

Windham Academy administration will oversee the implementation of this policy and coordinate with MetLife, as applicable, to support employees throughout the leave process.

This policy is intended to communicate Windham Academy's procedures regarding PFML compensation and health benefit contributions. All leave, compensation, and benefit arrangements remain subject to applicable federal and state law, insurance plan documents, and the terms of the employee's approved leave.

Policy Review: This policy may be reviewed and revised as necessary to reflect changes in applicable law, benefit arrangements, or school procedures.

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