

CITY HEIGHTS PREP

CHARTER SCHOOL

Family Care and Medical Leave

This policy explains how CH Prep complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks of FMLA leave in any twelve (12) month period for the purpose of maternity/paternity leave. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as “FMLA leave.”

Employee is entitled to FMLA leave in order to care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leave for this purpose must conclude twelve (12) months after the birth, adoption, or placement. The twelve (12) week FMLA allowance includes any time taken (with or without pay) for maternity and/or paternity leave. FMLA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.

If the employee is seeking additional wage replacement while on the FMLA leave, then according to the California Family Rights Act, employees must file and qualify for either Standard Disability Insurance (SDI) or Paid Family Leave (PFL) through the State of California. SDI and PFL can serve as a percentage of wage replacement for up to 8 weeks, and that percentage of wage replacement is determined by the State of California.

If an employee is receiving a partial wage replacement benefit during the FMLA leave, the employee may also use school provided paid leave such as any unused sick time during the allotted twelve (12) months. Provided the employee received SDI or PFL through the State of California, and has exhausted all their remaining sick leave time, CH Prep will compensate the employee for a maximum of two (2) weeks of paid leave, subject to a cap. The maximum amount of supplemental compensation shall be 50% of employee’s weekly salary for no more than two (2) weeks.