

Adopted: 11-18-2013
Revised: 11.14.2016

PRAIRIE SEEDS ACADEMY POLICY No. 407 MINNESOTA PARENTAL LEAVE ACT

I. PURPOSE

It is the purpose of the policy to define PRAIRIE SEEDS ACADEMY'S full compliance with state law regarding parental leaves.

II. POLICY STATEMENT

It is the general policy that PRAIRIE SEEDS ACADEMY provides parental leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child in accordance with the Minnesota Parental Leave Act.

III. ELIGIBILITY

Employees who work an average number of hours per week equal to one-half full-time (i.e. at least 20 hours per week), and who have performed services for PRAIRIE SEEDS ACADEMY for at least 12 consecutive months immediately preceding the requested leave are eligible for parental leave as described in this policy. Eligible employees may request up to six weeks of parental leave following the birth or adoption of a child. Both mothers and fathers are eligible to request parental leave. Any parental leave provided pursuant to this policy will be provided concurrently with any parental leave allowed under the Family and Medical Leave Act.

IV. REQUESTING LEAVE

- A. Employees should request a parental leave from their supervisor at least 30 days before the start of the leave or as soon as they become aware of the need for a leave. Parental leave must begin no more than six weeks after the birth or adoption of a child, except that, in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six weeks after the child leaves the hospital.
- B. Leave is Unpaid. Parental leave is unpaid. However, employees may use any available paid time off during parental leave. Paid time off is taken as part of the six weeks of parental leave, not in addition to it.

V. INSURANCE

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by PRAIRIE SEEDS ACADEMY until the end of the first full month of approved parental leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from parental leave, benefits will again be provided by PRAIRIE SEEDS ACADEMY according to the applicable plans.

VI. BENEFITS ACCRUAL

Benefit accruals will be suspended during the leave and will resume upon return to active employment.

VII. RETURNING FROM LEAVE

When a parental leave ends, the employee will be able to return to the same position, if it is available, or to a similar available position, at the same rate of pay, for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, PRAIRIE SEEDS ACADEMY will assume that the employee has resigned.

Legal References: Minn. Stat. §§181.940-944 (Minnesota Parental Leave Act)