

Adopted: January 22, 2014

Revised: October 28, 2015 (updated to reflect changes in Statute)

Reviewed: July 28, 2021

## **BLUESKY CHARTER SCHOOL POLICY No. 4.4.2 MINNESOTA PARENTAL LEAVE ACT**

### **I. PURPOSE**

It is the purpose of the policy to define BlueSky Charter School's full compliance with state law regarding parental leaves.

### **II. POLICY STATEMENT**

It is the general policy that BlueSky Charter School 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**

Eligible employees may request up to twelve 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 twelve months of 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 must begin within twelve months 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 twelve 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 BlueSky Charter School 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 BlueSky Charter School 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, BlueSky Charter School will assume that the employee has resigned.

***Legal References:*** Minn. Stat. §181.941(Minnesota Parental Leave Act)