

Vanguard Academy

Policy Handbook

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Paid Parental Leave Policy

Purpose

Vanguard Academy recognizes the importance of supporting employees as they welcome new additions to their families. This policy provides paid parental leave to eligible employees for bonding and recovery following the birth or adoption of a child.

Policy

Vanguard Academy provides three (3) weeks of paid parental leave and (3) weeks paid postpartum recovery leave to qualified employees as defined in Section 63A-17-511 for qualifying reasons listed in 53G-11-209.

During the time a qualified employee uses parental leave or postpartum recovery leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum leave, provided that the qualified employee pays any required employee contributions.

Usage and Limitations:

- Employees must be **full-time**, regularly scheduled to work at least **30 hours per week**.
- Post partum and parental leave only covers days that you are contracted to work. For example, School holidays that you are not contracted to work would not be paid in addition.
- Employee must notify the employer within 30 days before the day on which the qualified employee plans to begin using the leave.
- Paid parental leave and postpartum recovery must be used consecutively.
- Paid Parental leave and postpartum recovery leave cannot be used intermittently unless prior approval by the director.