

Maternity/ Parental Leave Policy:

1. Maternity/ Parental Leave is provided to an eligible employee, following the birth, adoption or placement through fostering of a child. In recognition of the importance of work/life balance and offering parents the opportunity to bond with their new child.
2. Eligibility for Maternity/ Parental Leave is determined using the following criteria. Both criteria must be met at the time of the birth or adoption in order to be eligible.
 1. The employee is a full time employee at Global Preparatory Academy working minimum 30 hours a week in a benefits-eligible employment position at the time of the birth, adoption or fostering placement.
 2. The employee has been continuously employed with Global Preparatory Academy in a full time benefits eligible employment position for at least one year (12 months) at the time of the birth, adoption or fostering placement.
3. The qualifying employee will be provided between 6 to 8 weeks of Maternity/ Parental Leave following the birth of a newborn or newly adopted/ fostered child.
4. Maternity/ Parental Leave will run concurrently with FMLA leave, if the employee meets the eligibility requirements of the FMLA. The concurrent use of Maternity/ Parental Leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to an employee.
5. Approved leave will require employees to exhaust all available Paid Time Off after which time off will be unpaid. No paid benefits will accrue during the leave of absence.