



SAMS ACADEMY EXTENDED FAMILY LEAVE POLICY

SAMS Academy Governing Council realizes the organization employs fewer than 50 employees and therefore does not meet qualification for the Federal Family Medical Leave Act. The organization recognizes the need for employees to have Extended Family Leave for prolonged absences from work to care for themselves or their immediate family. Extended Family Leave ensures an employee will maintain their employment and does NOT guarantee pay for, either all or part of, the entire duration of Extended Family Leave.

EMPLOYEES THAT QUALIFY FOR EXTENDED FAMILY LEAVE

To qualify for Extended Family Leave, employees must currently be employed and have either:

- Been under contract by the school for 150 consecutive contract days or more prior to their application for Extended Family Leave; or
- Have worked for the school for 1000 hours or more total in the last 24 regular pay periods prior to their application for Extended Family Leave.

CIRCUMSTANCES THAT QUALIFY FOR EXTENDED FAMILY LEAVE

Eligible employees may take up to 16 work weeks of Extended Family Leave in a 12- month period for the following qualifying reasons:

- The birth of a child and to bond with the newborn within one year of birth,
- The placement with the employee of a child for adoption or foster care and to bond with the newly-placed child within one year of placement,
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care,
- To care for one or more of the employee's Immediate Family Members who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- Any qualifying exigency arising out of the fact that the employee's Immediate Family Member is a military member on covered active duty or call to covered active-duty status.

Immediate Family Members

Employees can take Extended Family Leave due to an above qualifying circumstance to the following defined Immediate Family Members:

- **Spouse** means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.
- **Parent** means a biological, adoptive, step or foster father or mother, or any other legal guardian to the employee when the employee was a child. This term does not include "parents-in-law."
- **Son or daughter** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person acting as legal guardian, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of a mental or physical disability at the time that Extended Family Leave is to commence. The onset of a disability may occur at any age for purposes of the definition of an adult "son or daughter" under Extended Family Leave.

SAMS Academy requires employees to use paid leave during Extended Family Leave. Once all absence balances of leave are exhausted, the employee may use any leave that is donated to him/her by other staff members in accordance with the Leave Donation Policy. Once the Leave Donation has been exhausted, any remaining Extended Family Leave hours will be unpaid.

SUBSTITUTION OF PAID LEAVE

- Compensatory Time will not be applied to any leave of absence
The Head Administrator shall develop procedures for the systematic administration of this policy.