

5400	PRIDE Paid Parental Leave Policy
Approval Date:	April 24, 2024
Category:	Personnel
Governance Accountability:	Leadership, PLP Board of Directors
Audience:	Employees

PURPOSE

In support of employees as defined below, Pine Lake Preparatory has adopted the PRIDE Paid Parental Leave (“PRIDE Parental Leave” or “PRIDE Leave”) policy, effective May 1, 2024. The purpose of this policy is: (1) to adopt a leave policy unique to operations and employee needs; and (2) to specify that, since charter schools have the ability to opt out of the applicable State laws governing parental leave, this policy is to stand in the place of any State statutes and rules, including N.C. Gen Stat 126-8.6 (“Paid Parental Leave for State Employees”), as well as State Board Rules and Policies adopted pursuant to those statutes.

PRIDE Parental Leave, granted in accordance with this Policy, is in addition to other paid time off and employee leave policies that may also be applicable depending on the circumstances. PLP continues to adhere to other relevant and applicable State and federal laws, such as the FMLA and the ADA, when applicable.

Pine Lake Preparatory will revisit this policy annually and may terminate the PRIDE Parental Leave program at its discretion.

DEFINITIONS

Parent – The legal guardian or custodian of a child through one of the following: (1) natural childbirth; (2) newly placed by adoption; (3) newly placed in foster care; (4) legally placed with the parent by another procedure such as guardianship.

Child – A newborn biological child or a newly adopted, foster, or other legally placed child under the age of 18.

Qualifying Event Date– The date of birth or legal placement of a child.

Eligible Employee -All permanent, full-time PLP employees and part-time employees who work at least 20 hours a week.

ELIGIBILITY REQUIREMENTS

All PLP employees who experience a Qualifying Event pursuant to this Policy and who have been continuously employed by PLP for the immediate 12 preceding months are eligible for PRIDE Leave.

LENGTH AND PERIOD OF LEAVE

Leave will be granted as follows:

- All full-time and qualifying part-time employees may take up to four (4) weeks of paid parental leave to bond and care for a newborn child, newly adopted child, or other legally placed child, such as foster care or guardianship. Part-time employees' leave must be reflective of their current part-time schedule.
- All full-time and qualifying part-time employees who gave birth, may take up to four (4) additional weeks of paid maternity leave (eight [8] weeks in total). Part-time employees' leave must be reflective of their current part-time schedule.

Other Requirements:

1. PRIDE Leave that overlaps other school-required paid leave such as holidays and summer will not include those days as part of the maximum time allowed for the PRIDE Leave.

Example: An employee qualifies for 8 weeks of PRIDE Leave to begin on March 25. Spring Break begins March 29 – April 5. The week of Spring Break will not count against the 8 weeks of available PRIDE Leave. The employee begins leave on March 25 and is eligible to continue through May 24.

2. PRIDE Leave may not be taken intermittently; it must be taken as one continuous period of leave.
3. PRIDE Leave may begin on or after the Qualifying Event date and must be used within 12 months of the Qualifying Event date.
4. PRIDE Leave is available one time during the same 12-month period for an individual employee.
5. Unused PRIDE Leave is not compensable if an employee separates from employment.

LEAVE PAY AMOUNT

PRIDE Leave will be compensated at 100% of the employee's allocated regular, straight-time weekly pay. Stipend pay is not included.

NOTICE REQUIREMENTS

Employees must provide at least thirty (30) days advance notice, absent extenuating circumstances, to Human Resources of their intent to use paid parental leave. Notice must be in writing and must include the date the employee intends leave to begin.

RETURN TO WORK

Upon returning to work following PRIDE Leave, the employee will resume employment in the same or comparable position. The employee will also be eligible for full payment of discretionary bonuses awarded to all employees during the leave period. These discretionary bonus payments will be made within 60 days of the employee's return from leave.

In cases other than natural birth of a child, the employee must demonstrate the applicable basis for the leave and the time needed consistent with the purpose of PRIDE Leave set forth above.

OTHER RELATED BENEFITS

Other employee benefits, such as health insurance, will continue while employees are on PRIDE Leave; however, State Retirement does not apply to paid parental leave, and Paid Time Off (PTO) does not accrue during the leave period.

Employees remain responsible for paying their share of any premiums for any benefit plans that were in place prior to taking PLP Leave, and such premiums will continue to be deducted as authorized from employee paychecks.