

MACS Maternity and Short Term Medical Leave Policy

Approved 4/11/18

Maternity Leave Policy

MicroSociety Academy Charter School (MACS) does not employ 50 or more people and therefore does not fall under the rules of the Family and Medical Leave Act of 1993. However, as required by NH State law, MACS will grant any female employee unpaid leave for the period of time she is physically disabled due to pregnancy, childbirth or related medical conditions. Microsociety Academy Charter School will continue to pay the school's portion of the employee's health insurance premiums during the period of her unpaid leave; the employee is responsible for paying her portion of her health insurance premiums during that time.

The employee must request the leave at least 30 calendar days in advance when possible. If not possible, the employee must inform the Director, in writing, within 3 days of becoming aware of the needed absence. The request must be followed up within 7 days with a note from the employee's physician or health care provider.

Short Term Leave

MicroSociety Academy Charter School (MACS) does not employ 50 or more people and therefore does not fall under the rules of the Family and Medical Leave Act Of 1993. However, any full-time (32 hours a week or more) employee who has been employed by MACS for at least one full school year may be eligible for an unpaid leave of absence of up to 12 consecutive weeks:

- to attend to the birth of a child and to care for the newborn child within the first 12 consecutive weeks after birth;
- to care for a newly adopted child within the first 12 consecutive weeks after adoption;
- to tend to an employee's own medical condition;
- to care for the employee's spouse, child or parent who has a serious medical condition.

Whether or not such unpaid leave is granted is subject to the discretion of the Director. This leave, if granted, may run concurrently with the use of any accrued but unused sick or vacation time but may not be more than 12 weeks in total. Employees with a sick bank benefit in their contract may apply to the Director for additional paid time off per the contract. If applicable, this leave may also run concurrently with state mandated maternity leave but may not be more than 12 weeks in total after the birth of the child. Employees may not utilize more than 12 weeks of total leave in a rolling 12 month period. MACS will continue to pay the school's portion of the employee's health insurance premiums during the period of his or her leave; the employee is responsible for paying his or her portion of his or her health insurance premiums during that time.

The employee must request the leave at least 30 calendar days in advance when possible. If not possible, the employee must inform the Director, in writing, within 3 days of becoming aware of the needed absence. The request must be followed up within 7 days with a note from the employee's (or employee's family member's) physician or health care provider or with appropriate verifying documentation.