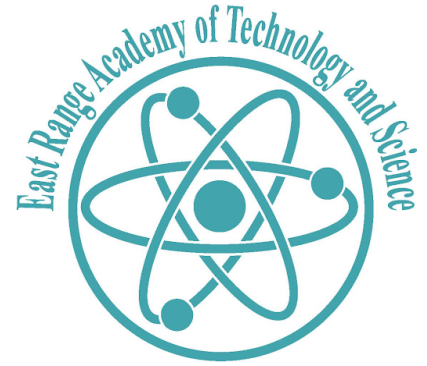


Board Policy
407

**Minnesota Parental Leave Act
and Nursing Mothers**



Adopted: 5-7-2019

Revised: 12-07-2020

I. PURPOSE

It is the purpose of the policy to define East Range Academy of Technology and Science's full compliance with state law regarding parental leaves.

II. POLICY STATEMENT

It is the general policy that East Range Academy provides parental leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child in accordance with the Minnesota Parental Leave Act.

III. ELIGIBILITY

Eligible employees may request up to twelve weeks of parental leave following the birth or adoption of a child. Both mothers and fathers are eligible to request parental leave. Any parental leave provided pursuant to this policy will be provided concurrently with any parental leave allowed under the Family and Medical Leave Act.

Parents are eligible for twelve (12) weeks of parental leave when they meet the following conditions:

1. Employer has twenty-one or more employees.
2. Employee has been with ERATS for at least twelve months.
3. Employee has worked at least half time during the past twelve months.

IV. REQUESTING LEAVE

- A. Employees should request a parental leave from their supervisor at least 30 days before the start of the leave or as soon as they become aware of the need for a leave. Parental leave must begin no more than twelve months after the birth or adoption of a child, except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin

within twelve months after the child leaves the hospital. The twelve weeks of parental leave can be taken consecutively or intermittently; however, the employee must work with East Range Academy human resources to make sure sufficient time is given to find a substitute for their position. Employees may work part time during their leave without forfeiting the right to return to work full time at the end of their twelve week period.

- B. Leave is Unpaid. Parental leave is unpaid. However, employees may use any available paid time off during parental leave. Paid time off is taken as part of the twelve weeks of parental leave, not in addition to it.

V. INSURANCE (WHERE APPLICABLE)

Subject to the availability, terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by East Range Academy until the end of the first full month of approved parental leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from parental leave, benefits will again be provided by East Range Academy according to the applicable plans.

VI. BENEFITS ACCRUAL

Benefit accruals will be suspended during the leave and will resume upon return to active employment.

VII. RETURNING FROM LEAVE

When a parental leave ends, the employee will be able to return to the same position, if it is available, or to a similar available position, at the same rate of pay, for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, East Range Academy will assume that the employee has resigned.

VIII. NURSING MOTHERS

East Range Academy understands and supports the needs of nursing mothers and thereby follows WESA (Women's Economic Security Act) guidelines regarding nursing mothers. East Range Academy provides reasonable, unpaid breaks each day for any employee who needs to express milk for her child. The nurse's office is available as a private space. Employees may also work with human resources to determine additional areas that offer privacy. Employees should also work closely with human resources to ensure their classrooms and students are supervised during these breaks.