

Parental Leave

In the event an employee takes leave for the birth of a newborn child or for the placement and/or care of a newly-adopted child, KIPP Texas will apply paid leave in accordance to tenure and caregiver designation on the date the leave commences as outlined below. The primary caregiver is defined as the parent who assumes the responsibility of staying home for the duration of the leave period before transitioning back to work. A non-primary caregiver is defined as the parent whose spouse/partner is designated as the primary caregiver. Years of employment refers to continuous full years with any of the four KIPP Texas regions; prior to 7/1/2018, direct movement from region to region does not constitute a break in service.

Completed Years of Continuous Employment at KIPP Texas Regions	Amount of Paid Leave	
	Primary Caregiver	Non-Primary Caregiver
0 years	10 work days (2 weeks)	10 work days (2 weeks)
1 year	20 work days (4 weeks)	10 work days (2 weeks)
2-4 years	30 work days (6 weeks)	10 work days (2 weeks)
5-6 years	35 work days (7 weeks)	15 work days (3 weeks)
7+ years	40 work days (8 weeks)	20 work days (4 weeks)

The total leave (both paid and unpaid) will not exceed twelve (12) weeks. Any paid parental leave must be taken within three (3) months of the birth or placement of the child. In the case of adoption, the paid leave may be taken as final placement preparations are made (e.g., for travel to the adoption site) and/or within three (3) months before the placement of the child for adoption.

In addition to paid family leave, employees may use their own accrued time off. If used, personal time will run in addition to and not concurrently with paid leave. The total amount of time off allowed is governed by and consistent with the Family and Medical Leave Act, typically 12-weeks for most employees. During the 12-weeks (typically), the time may be paid from the paid family leave, personal accrued time, short term disability, or be unpaid.

Short Term Disability (STD) may be purchased as an insurance option to supplement the paid time off. To be valid, it must be purchased PRIOR to conception, and after a waiting period, covers 60% of salary (tax free) up to 13 weeks based on the medical need of the mother. A typical birth will be covered for six to eight weeks. Adoptions are not covered on this plan. Please speak to a Human Resources representative about specific situations.

Paid time leave may be taken sporadically, but may only be taken in full day increments. Example: an employee eligible for 6 weeks may take 5 paid weeks off followed by a week with three days off and a week with 2 days off. Paid 1/2-days are not permitted.

Employees will continue to accrue time off and be eligible for benefits while on leave in accordance with FMLA.