



Snake River Montessori School
nurturing potential

POL -14 Rev. 01

Parental Leave Policy

Purpose

This policy is intended to provide eligible employees with paid time away from work for parental leave.

Responsibility

Board of Directors
Head of School

Description

Parental leave is in addition to personal leave to which the employee is entitled.

Approval

Kari Lasco-Sanders
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

Date Approved: May 9, 2018
Revised Date:
Review Date: May 2026

Parental Leave Procedure

Eligibility:

This benefit is for full time contractual employees of Snake River Montessori School.

Amount, time frame and duration of paid Parental leave:

Eligible employees will receive parental leave until the infant is 3 months of age. Multiple births or an adoption (e.g., twins or adoption of siblings) does not increase the amount of parental leave. An eligible employee will receive one parental leave per contractual year. Many situations, such as adoptions, may not rigidly conform to this policy; the Head of School will work with employees to provide similar benefits in such cases. Upon termination of the individual's employment at Snake River Montessori School, the employee will not be paid for any unused paid parental leave for which they were eligible.

Infants:

Following parental leave, infants of full-time contractual employees are allowed to come to work with their parent until the age of 6 months, so long as, they are not a distraction or detrimental to the educational environment. This will be determined by the Head of School in his/her sole discretion.

Snake River Montessori School will manage the classroom aides and substitutes to ensure there is no disruption in the classroom. This may include using parent volunteers in the classroom for service hours.

Before any infant is brought into the workplace, a meeting must take place between the employee and the Head of School to discuss the terms of this policy and the employee's plans for care after the child is 6 months of age.

The employee will accept complete responsibility for the safety of their infant. There may be circumstances that make having an infant in the classroom difficult. It may be necessary for employees to make other arrangements for child care during such times.

Exceptions:

If the circumstance arises where more than one full time contractual employee has an infant with them in the same classroom setting, the Head of School will work with the employees to adjust their schedules so that only one infant is in a classroom, at any time.