

PAID FAMILY LEAVE

RAILS will provide up to six weeks of paid family leave to eligible employees following the birth of an employee's child, surrogacy, placement of a child in connection to adoption or foster care, for their own serious illness or to care for a seriously ill family or other household member. This policy will run consecutively with any other benefit or leave time for which the employee requests and is eligible.

Eligibility

Must be a full-time or a part-time employee working 20 or more hours per week in order to be eligible for paid family leave. Temporary employees and interns are not eligible for this benefit.

Qualifying Criteria/Relationship

- Have given birth to a child.
- Utilized a surrogate to birth your child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).
- Be the child of a parent with a serious illness.
- Be the primary care giver of a seriously ill family member or other member of your household. Family member is defined as the employee's child, (including stepchild or foster child), spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or domestic partner. Other members of your household include those who live with you all year.
- A serious illness is one that would meet the eligibility requirements of the FMLA, regardless of whether the RAILS employee would be otherwise qualified for FMLA or intends to request FMLA leave related to their or their family member's illness. RAILS may request verification from the employee's or their family member's treating physician as to the need for the leave.

Amount, Time Frame and Duration of Paid Family leave

- Eligible employees will receive a maximum of six weeks of paid family leave per event or in total for more than one event in a 12 month period. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six-week total amount of paid family leave granted for that event. In the event that more than one birth, adoption, foster care placement, or parental or family illness event occurs within a 12-month time frame, the employee may submit a separate request for additional paid leave to the Executive Director for consideration.

- Paid family leave is compensated at 100 percent of the employee's regular, straight-time weekly pay for all full-time employees and part-time employees working 20 or more hours per week with one year of service. Part-time employees working 20 or more hours per week with less than a year of service will receive 50 percent of the employee's regular, straight weekly pay. Employees will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid family leave may be taken at any time during the six-month period immediately following the birth, adoption, placement of a child with the employee, or at any time during the employee's or family member's serious illness.
- Paid family leave does not carry over from year to year and employees are not eligible for payment of unused paid family leave upon separation of employment.

Coordination with Other Policies

- Paid family leave taken under this policy will run consecutively with all other employee leave entitlements. Should the employee require additional leave after exhaustion of paid family leave, the employee must meet the requirements for use of those benefits at the time that they are requested.
- RAILS will maintain all benefits for employees during the paid family leave period just as if they were taking any other paid time off such as vacation, personal, or sick time.
- If a company holiday occurs while the employee is on paid family leave, such day will be charged to the paid family leave. A holiday will not extend the paid leave period.

Requests for Paid Family leave

The employee will provide his or her supervisor and the Director, Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms (Paid Family Leave Request) and provide all documentation as required by the HR department to substantiate the request.