

JDC-NYHQ

CHILDCARE LEAVE POLICY

JDC grants all employees twelve (12) weeks of childcare leave which must be taken within the first twelve (12) months of the birth of an employee's child or the placement of a child with an employee for adoption or foster care. An employee returning from Childcare Leave will be reinstated to his/her former position or an equivalent position without loss of seniority and at the same rate of pay.

- Employees employed with JDC for less than one (1) year will be on an unpaid leave once short-term disability benefits, where applicable, or accrued paid time off have been exhausted.
- Employees employed with JDC for one (1) or more consecutive years will receive the difference between their full salary and short-term disability benefits, where applicable, for one (1) month. Where short-term disability is not available, JDC will pay one (1) month of salary. Thereafter, an employee must use his/her accrued paid time off or take unpaid leave.
- Employees employed with JDC for two (2) or more consecutive years will receive the difference between their full salary and short-term disability, where applicable for a period of two (2) months. Where short-term disability is not available, JDC will pay two (2) months of salary. Thereafter, an employee must use his/her accrued paid time off or take unpaid leave.
- Employees employed with JDC for three (3) or more consecutive years will receive the difference between their full salary and short-term disability, where applicable, for a period of three (3) months. Where short-term disability is not available, JDC will pay three (3) months of salary. Thereafter, an employee must use his/her accrued paid time or take unpaid leave.
- JDC's Childcare Leave Policy will run concurrent with any rights or benefits an employee might have pursuant to the Federal Family and Medical Leave Act ("FMLA").
- Extended leave beyond the twelve (12) weeks up to a maximum of six (6) months may be granted with the approval of Human Resources in consultation with the employee's supervisor. The employee must submit in writing the request for extended leave. Employees taking the twelve (12) weeks of extended leave must use their accrued, but unused paid time off or take extended leave as unpaid. While on an extended leave, employees will be responsible for paying their monthly health insurance premiums.

- Any employee considering an early return (any time before the date originally approved and granted) from either Childcare Leave or extended leave must consult with his/her supervisor.
- If both parents are JDC employees, they will be entitled to a total of twelve (12) weeks of Childcare Leave which may be used by one or the other parent or divided among them.

January 1, 2010