## T’ruah Policies

## Family and Medical Leave Policies[[1]](#footnote-2) –

**Parental leave**

After the first year of employment, RHR-NA grants leave of up to twelve weeks for the birth or adoption of a child, or the placement of a foster child, according to the following schedule:

* Employees who have completed one year of employment are entitled to four weeks of paid leave and up to eight weeks of unpaid leave.
* Employees who have completed two years of employment are entitled to eight weeks of paid leave and up to four weeks of unpaid leave.
* Employees who have completed three years of employment are entitled to twelve weeks of paid leave.
* Employees who have worked at RHR-NA for less than a year are entitled to one week of unpaid leave per month worked. In extraordinary situations, the Executive Director may allow an employee in this situation to borrow vacation or sick time to extend this leave period.

Employees may apply vacation or sick days to the unpaid portion of their leave in order to continue receiving a salary during those days.

Employees may not extend their parental leave by adding vacation or sick time to their leave.

At the discretion of the Executive Director or the Board Chair (when the ED is the parent), employees may be able to return from parental leave on a part-time basis as a transition back to full-time work.

During an employee’s leave, health benefits will remain in force. In the case of unpaid leave, the employee will be required to pay any costs that s/he would normally pay through payroll deductions. RHR-NA reserves the right to recover reimbursement for the employer-paid portion of benefits coverage if the employee fails to return to work after the unpaid leave. Sick and vacation benefits do not accrue during unpaid leave.

1. The Family and Medical Leave Act (“FMLA”) regulates certain leave policies for companies with 50 or more employees, as well as for any public agency. The FMLA does not apply to RHR-NA; however RHR-NA has adopted policies consistent with the FMLA in the organization’s commitment to enabling its employees to balance work and family demands. [↑](#footnote-ref-2)