

Sample Parental and Bereavement Leave Policy

WHEREAS, the Directors desire for the Corporation's policies to reflect core Jewish values related to care for family members in times of joy and in times of mourning; and

WHEREAS is in the best interests of the Corporation for the Directors to establish policies regarding parental and bereavement leave;

THEREFORE BE IT RESOLVED, that the following Policy on Parental and Bereavement Leave be, and hereby is, adopted as the policy of the Corporation until amended or repealed in accordance with applicable law:

1. Employees may, upon reasonable notice, may take up to a total of 12 weeks of leave within the first year after (1) the birth of a child or (2) the adoption of a child under 3 years of age. Employees may, upon reasonable notice, take up to a total of four months of leave due to pregnancy, childbirth, or a related medical condition; all such leave must be taken during the pregnancy or within the first year of after the birth of a child. Employees may, upon reasonable notice, take up to a total of 12 weeks of leave within the first year after the adoption of a child under 3 years of age.
2. Employees who have any earned but unused paid vacation leave must apply the first 2 weeks of such vacation leave toward the first 2 weeks of their leave. Employees who have worked at ORGANIZATION for fewer than six months may take up to 2 weeks of leave at full pay. Employees who have worked at Jumpstart for more than six months are entitled to up to one additional week of full pay for each additional quarter of full employment, up to a maximum of 12 weeks of leave at full pay. Employees who have worked at ORGANIZATION for fewer than 3 years may use additional unused earned vacation days and/or unused earned sick days to add paid time, up to a maximum of 12 weeks of paid leave.
3. Employees may take up to a maximum of 10 consecutive days of leave immediately following the death of a first-degree family member (e.g., parent, spouse/domestic partner, sibling, or child) or second-degree family member (e.g., grandparent, sibling-in-law, grandchild). In the case of the death of a first-degree family member, employees shall be entitled to up to 10 consecutive days of leave at full pay. In the case of the death of a second-degree family member, the 10 days may be unpaid leave or employees may use unused earned vacation days and/or unused earned sick days.
4. This policy is not intended in any way to conflict with the laws of the state of employment or the laws of the United States. To the extent that there is conflict, the prevailing state or federal law is applicable.