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| Parental Flex Time  | **Last Revision:** | June 2017 |
| **Last Reviewed:** | May 2018 |
| **Applies to the following THA Group of Companies:**  | * Island Health Care
* Island Hospice
* Independent Life at Home
* RightHealth®
* THA Services
 |
| **Included in the following THA Manuals:** | • Administrative Policy & Procedure Talent Management |

### PURPOSE

The purpose of this parental flex time policy is to enable the employee to care for and make provisions for a newborn or a newly adopted or newly placed child and prepare themselves to effectively transition back to work by allowing up to 4 additional weeks of flex time after exhaustingFMLA.

**ELIGIBILITY**

Eligible employees must meet the following criteria:

* Have been employed with the company for at least 12 consecutive months
* Be a full- or part-time, regular employee (PRN/Casual employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

* Have given birth.
* Be a spouse or committed partner of a woman who has given birth.
* Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

### POLICY

THA Group will provide up to four weeks of flex time to an employee following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. This policy will go into effect after Family and Medical Leave Act (FMLA) leave has been exhausted. This policy allows a returning employee to transition back to work with a flexed schedule, allowing additional time to find the right care for their child(ren) when returning to work.

Approved flex time must be taken immediately following the completion of FMLA due to the birth, adoption or placement of a child with the employee. In addition, in no case will an employee receive more than four weeks of working a flexed schedule within a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month timeframe.

* The company will maintain all benefits for employees during the parental flex schedule period just as if they were taking any other company unpaid leave such as personal leave or educational leave. **Please note:** a reduced schedule could impact health benefits eligibility for the following plan year. **Please refer to Leave Policy.**
* If a company holiday occurs while the employee is on unpaid parental flex schedule, such day will be paid according to THA Group’s Holiday Pay Policy. **Please refer to Holiday Policy.**
* THA Group will afford the employee with job protection for the period of time a flex schedule is worked within those 4 weeks.
* If both parents are employees, only one may be provided with the benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible.

### PROCEDURE

1. The employee will provide his or her Manager and the Talent Management (TM) Department with notice of the request for a flex schedule at least 30 days prior to the proposed return to work date (or if the need was not foreseeable, as soon as possible). The employee must complete the necessary TM forms and provide all documentation as required by the TM department to substantiate the request.
2. The Manager and Talent Management will evaluate the needs of the business and work with the employee to find a mutually benefiting schedule.
3. President and CEO will provide final approval on the schedule accommodation.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.