



Frequently Asked Questions Parental Leave

Congratulations!

Mastery is excited to partner with you during this very exciting time in your life. This guide provides information on our parental leave process, benefits and resources available to you, and answers some questions you may currently have. Please review this information and contact HR (HR@Masterycharter.org) with any additional questions.

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How Mastery's Parental Leave Process Works

Pre-Delivery: Notification and Claim Submission

1) Notification

You must provide your manager and HR with reasonable advanced notice of your need for parental leave by submitting an absence request in Workday or written correspondence to HR@masterycharter.org. This submission will serve as formal notification of your request for leave and will be utilized by managers and HR to stay apprised of your leave plans. Once notified, HR will provide pertinent information on the leave process and your responsibilities before, during and after your return from leave.

- a) **Expecting parents must submit an absence request in Workday by using the 'Leave of Absence' reason code.** This process is similar to entering a paid-time off request but instead you may select a range of dates to coincide with your anticipated leave dates. Please use 'leave of absence' as your reason code.
- b) Once your request has been received in Workday or in writing, HR will provide additional information. Please note, you are still required to file a claim for leave and disability benefits with Matrix Absence Management. You will also be provided with the following items:
 - Instructions for opening a claim with Matrix Absence Management.
 - This document (**Frequently Asked Questions- All Parental Leave**) will also be provided. It outlines pertinent information related to the parental leave process and serves as a valuable resource as you prepare for leave.

2) Claim Submission

Open a claim for disability, FMLA and NJFLA (NJ employees only) benefits with Matrix Absence Management (Matrix) no more than 45 days before the baby's due date.

- a) Requests for leave must be submitted to Matrix via phone at 877-202-0055 or online at matrixabsence.com. You must provide a valid phone number for yourself and contact information for your medical provider with your claim submission.
- b) Enter your Matrix claim number in Workday in the inbox notification (provided once your initial request is approved) to confirm that your Matrix claim has been filed.
- c) Continue working until your leave start date. Contact HR (HR@masterycharter.org) if your leave start date needs to be changed for any reason.

3) Post Delivery

Collecting Disability and Benefit Enrollment

- a) Contact Matrix to confirm that the baby has been born. This notification is necessary for ensuring your disability benefits are dispersed if you are the birth parent.
- b) Add your baby to your benefits. You must add your baby to your benefits within 30 days of birth. This can be done in SmartBen or with the assistance of Mastery's Benefits VIP Team (answers@benefitsvip.com, 1-866-286-5354).

4) Returning from Parental Leave

Provide confirmation of your intent to return from leave no less than 2 weeks prior to your anticipated return date by emailing HR@masterycharter.org.

- a) Your anticipated return date will be the first working day following the expiration of your FMLA and/or NJFLA entitlement(s). Should you need to extend your leave beyond this time you must contact HR (HR@masterycharter.org) and your campus manager via email to submit your request at least 2 weeks prior to your expected return date.

Leave Benefit Availability and Eligibility

Reliance Insurance and Matrix Absence Management Administration of Disability, FMLA and NJFLA Benefits

1) If I am out on parental leave as the birth parent, what steps do I need to take after delivery to receive my disability claim payments?

It is your responsibility to contact Matrix to provide your delivery date and the nature of your delivery (c-section or natural). **Claims submitted prior to giving birth will not be fully processed until you contact Matrix to confirm that you have given birth (i.e. entered your 'disability period' - childbirth recovery is considered a disability).** Please ensure this notice is provided as soon as possible after you have given birth as failure to provide this notice in a timely manner will result in a delay in processing your disability benefits. Please also ensure your medical provider completes and returns the required documentation to Matrix in a timely manner.

2) How to report a disability and/or family medical leave claim:

1-877-202-0055 or visit: matrixabsence.com

Please have this information handy:

- Your name, address, phone number, birth date, and social security.
- Your employer's name, address and phone number and your date of hire (available in Workday).
- Date of your claim (i.e. the date you gave birth) and when you plan to return to work.
- Name, address and phone number of each doctor you are seeing for this absence.

3) Benefits you may be eligible for:

| Benefit | Who Provides this Benefit? | Entitlement | Eligibility | Pay Status | Additional Information |
|---|--|--|---|-------------|---|
| Mastery's Parental Leave Policy | Mastery Schools | 15 consecutive days of paid leave at 100% after the birth or adoption of a child. | Mastery employees who have been employed for at least 90 days | PAID | Mastery Employee Handbook |
| Short-Term and Long-Term disability (where applicable) | Mastery Schools- Administered by Reliance Matrix | STD- 60% gross weekly income to \$750 weekly maximum (or \$1000/week maximum if employees participate in the buy-up option.) LTD- 60% gross monthly income to \$5,000 monthly maximum | Begins 1 st of the month after 90 days of employment (full-time employees only) | PAID | 10.5 Month Employees – not available during Summer Break |
| New Jersey Family Leave Insurance (NJFLI) | State of New Jersey Temporary Disability Benefits Law (Applicable to | 12 weeks of pay up to 85% of salary, capped at \$993/week, within a 12-month period to an annually elected weekly maximum for bonding | Employees of all private and governmental employers subject to the NJ Unemployment Compensation law (i.e. | PAID | https://www.myleavebenefits.nj.gov/worker/fli/ |

| | | | | | |
|--|---|--|---|---------------|---|
| | NJ employees only) | with a newborn or newly adopted child or to care for a seriously ill family member | Mastery Schools of Camden Employees). Must be an employee of Mastery Schools of Camden | | |
| New Jersey Family Leave Act (NJFLA) | State of New Jersey (Applicable to NJ employees only) | 12-weeks of job-protected leave within a 24-month period for eligible reasons | Must be an employee for at least 12-months and have worked at least 1,000 hours over the previous 12-months (prior to request) Must be an employee of Mastery Schools of Camden | UNPAID | https://www.nj.gov/oag/dcr/downloads/Family-Leave-Act.pdf |
| Family Medical Leave Act (FMLA) | The Federal Government | 12-weeks of job-protected leave within a 12-month period for eligible reasons | Must be an employee for at least 12-months and have worked at least 1,250 hours over the previous 12-months (prior to request) | UNPAID | https://www.dol.gov/general/top/c/benefits-leave/fmla |
| Americans with Disabilities Act (ADA) | The Federal Government | A reasonable accommodation (which may include leave) for a disability. In the case of pregnancies, this usually only applies when there is a complication and FMLA is no longer available. | All employees | UNPAID | https://www.eeo.c.gov/pregnancy-discrimination |
| Pregnant Workers Fairness Act | The Federal Government | A reasonable accommodation (which may include leave) to an employee's known limitations related to pregnancy, childbirth, or a related medical condition. | All employees | UNPAID | https://www.eeo.c.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act |

4) What is the difference between FMLA and Disability benefits*?

FMLA: The Family Medical Leave Act (FMLA) provides 12-weeks (or 60 business days) of unpaid job-protected leave in a defined period (Mastery uses a 12-month 'look back' period from the date of each request) for eligible reasons.

These reasons include: pregnancy, prenatal care and or child birth, to care for a child after birth, placement for adoption or foster care, care for an employee's spouse's child or parent who has a serious health condition, serious health condition that renders the employee unable to work.

- FMLA entitlement is not impacted by the state in which you are employed (i.e. whether you work at a PA or NJ Mastery school).
- In order to be eligible for FMLA you must have been employed by Mastery for at least 12 months and have 1,250 hours of service in the 12-months preceding your leave of absence.

If you are the birth parent, once you have surpassed the initial disability period (6 or 8 weeks), you may elect to return to work and use FMLA intermittently, or on an as needed basis. You will need to open an intermittent leave claim with Matrix and follow the intermittent leave policy as outlined in the employee handbook.

Disability Benefits: Disability benefits provide income to eligible employees who are unable to work for medical/health reason. These payments are calculated based on your salary at the start of the leave. If an employee experiences a retro adjustment to their salary after the start of a leave, this change will not impact their disability benefit. Short term disability benefits are limited to 60% of your weekly gross income to a maximum of \$750 per week* (or \$1,000/week if the employee participates in the buy-up option) for full-time employees. Should you have a natural child birth, this benefit will be provided for 6-weeks. However, if you deliver via cesarean section, this benefit will be provided for 8-weeks. Disability benefits are **NOT** available to 10.5 month staff during the pay dates that fall over summer break. If the disability period continues into the start of the school year, disability benefits will be paid out accordingly, if eligible.

Please note, the first week of your disability payment (called the elimination period) is unpaid by Reliance (insurance provider and affiliate of Matrix Absence Management). However, Mastery provides your full pay (100% pay) for that week via direct deposit as part of our Parental Leave policy. See the Employee Handbook on the portal for more details.

**FMLA and STD are separate policies, which have different eligibility factors. In this way, an employee may be eligible for one benefit and not the other.*

***Reliance will mail a check to your residence unless notifying claims examiner you would like ACH payments. If you have not already done so, please ensure that your home address and phone number are up to date in Workday.*

5) I am eligible for both FMLA and Disability. Do FMLA and Disability run concurrently or consecutively?

FMLA and Disability run concurrently.

New Jersey Employees ONLY

NJ Family Leave Insurance:

Under the NJ Paid Family Leave Policy, the state of NJ provides up to 12 weeks' pay for bonding with a newborn within 12-months of birth to a maximum rate which is annually updated. This policy is completely managed and administered by the state of New Jersey so you must submit your information to the state directly for this benefit. It is the employee's responsibility to apply for these benefits with

the state of New Jersey if desired. Benefits are provided on a case-by-case basis and without regard to eligibility for FMLA or NJFLA benefits.

Additional information as well as the application can be found on the NJ Department of Labor Website.

[FAQs](#)

[Bonding with a Newborn or Newly Adopted Child](#)

NJ Family Leave Act:

Mastery Schools of Camden employees may be eligible for an additional 12-week unpaid job-protected leave under the NJ Family Leave Act for the birth or adoption of a child. This leave must commence within one year of the birth or adoption. This leave may also be taken intermittently or on a reduced leave schedule (provided it does not extend beyond 24 consecutive weeks) with campus approval. Please note, time taken for child birth/bonding are eligible leave reasons covered by both FMLA and NJFLA and this time counts against both leave entitlements. Employees taking NJFLA leave must provide the employer with at least 30-day's notice of this intent with the exception of emergencies.

NJ Family Leave Insurance is wage replacement. NJ Family Leave Act provides time and job protection. Being approved for NJ Family Leave Insurance does not in itself mean an employee is approved for time under NJ Family Leave Act. Please contact your Matrix claims examiner for more information.

6) Illustration of a typical Parental Leave for a Birth Parent.

The below tables illustrate the leave entitlements and pay status of either a PA or NJ employee who has given birth naturally and is eligible for 15 days of paid parental leave, short-term disability, FMLA and NJ FLA/NJ FLI (if applicable):

(Pennsylvania Employee):

| | | | | Wage Replacement Sources | | |
|------------|------------------------|--|------------------|--|---|--|
| Date | | FMLA | | Short Term Disability 6 weeks (Reliance Standard) | Mastery Pay | Additional Pay Information |
| 9/5/2022 | Unpaid time Protection | 12 weeks FMLA (does not include Winter, Spring or Summer Break Suspensions) | Wage Replacement | 1 Week Elimination (Waiting) Period; no STD payment | Paid Caregiver Leave (100% pay) for 15 days; runs concurrently with STD | Paid through 3 weeks Caregiver AND STD Payment (if eligible) |
| 9/12/2022 | | | | 60% Matrix Paid* 5 paid weeks for vaginal birth | | |
| 9/19/2022 | | | | | | |
| 9/26/2022 | | | | | | |
| 10/3/2022 | | | | | | |
| 10/10/2022 | | Disability Period | | | | |
| 10/17/2022 | | Bonding Period | | | | Unpaid Portion of Leave (if applicable) Available PTO entered into Workday ** |
| 10/24/2022 | | | | | | |
| 10/31/2022 | | | | | | |
| 11/7/2022 | | | | | | |
| 11/14/2022 | | | | | | |
| 11/21/2022 | | | | | | |
| 11/28/2022 | | | | Return to Work | | |

* Reliance Matrix provides payment for short term disability claims. The benefit is limited to 60% of weekly gross income to a maximum of \$750 per week or \$1,000 for buy-up.

** Note: Employee is responsible for submitting PTO requests in Workday. Otherwise, all available PTO will be automatically applied by Payroll on first payroll check upon return

(New Jersey Employee):

| | | | | Wage Replacement Sources | | | | | |
|------------|------------------------|---|---|--------------------------|-------|---|---|--|--|
| Date | | FMLA | NJ-FLA | | NJFLI | Short Term Disability (Reliance Standard) | Mastery Pay | Additional Pay Information | |
| 9/5/2022 | Unpaid time Protection | 12 weeks FMLA (does not include Winter, Spring or Summer Break suspensions) | N/A NJ Family Leave Act is for bonding period only after disability period ends | Wage Replacement | | 1 Week Elimination (Waiting) Period; no STD payment | Paid Caregiver Leave (100% pay) for 15 days; runs concurrently with STD | Paid through combination of Caregiver AND STD Payment (if eligible) | |
| 9/12/2022 | | | | | | 60% Matrix Paid* 5 paid weeks for vaginal birth | | | |
| 9/19/2022 | | | | | | | | | |
| 9/26/2022 | | | | | | | | | |
| 10/3/2022 | | | | | | | | | |
| 10/10/2022 | | | | | | | | | |
| 10/17/2022 | | NJ Family Leave Act- Unpaid Leave for bonding | NJ Family Leave Insurance- Pay for bonding period. Must apply with NJ.gov to confirm eligibility and access wage replacement. | | | | | Available PTO entered into Workday ** If choosing not to use PTO because you are receiving NJFLI wage replacement, please email HR@masterycharter.org to inform your leave manager. | |
| 10/24/2022 | | | | | | | | | |
| 10/31/2022 | | | | | | | | | |
| 11/7/2022 | | | | | | | | | |
| 11/14/2022 | | | | | | | | | |
| 11/21/2022 | | | | | | | | | |
| 11/28/2022 | | | | | | | | | |
| 12/5/2022 | | | | | | | | | |
| 12/12/2022 | | | | | | | | | |
| 12/19/2022 | | | | | | | | | |
| 12/26/2022 | | | | | | | | | |
| 1/2/2023 | | | | | | | | | |
| 1/9/2023 | Return to Work | | | | | | | | |

* Reliance Matrix provides payment for short term disability claims. The benefit is limited to 60% of weekly gross income to a maximum of \$750 per week or \$1,000 for buy-up.

** Note: Employee is responsible for submitting PTO requests in Workday. Otherwise, all available PTO will be automatically applied by Payroll on first payroll check upon return

Frequently Asked Questions

1) I want to begin my leave of absence prior to my baby's due date, what are my next steps?

For birth parents, a leave that begins prior to the birth of your child will need to be medically certified by your doctor in order to receive disability benefits or job protection. You will need to first notify your campus, HR (HR@masterycharter.org), and Matrix of your need for an earlier leave and have your doctor provide information to Matrix detailing the medical necessity of beginning your leave prior to child birth. Once sufficient documentation has been received, Matrix will begin processing your disability payments until you give birth at which time they will provide your 6 or 8 week disability payment depending on the nature of your delivery (please see above for additional information on this). If sufficient documentation is not received, Matrix may deny your disability benefits prior to your delivery; however, they will still provide your 6 or 8 week benefit once they have received notification and the required medical documentation after you have given birth.

Should you begin your leave prior to the baby's birth and you are not the birth parent or you are but you do not have a medical need for doing so, you will need to use your accrued personal time to cover time taken off from work.

2) What happens to my benefits while I am on leave?

Your benefit coverage will continue as it would were you not on a leave of absence; however, all applicable benefit premium payroll deductions will cease until you return to active status*. Once the leave of absence period has ended, and you return to active status, a single deduction constituting all applicable benefit premium payments owed will be taken from your first paycheck. This does not include any applicable retirement contributions. If the premium deductions constitute more than a single paycheck, applicable deductions will continue until all premium payments have been received. Should you fail to return from leave all applicable contributions will be deducted from your final pay check. Mastery reserves the right to recover the employer's share of health plan premiums, in addition to the employee's share, if the employee fails to return to work after their FMLA leave has been exhausted.

*Please note: Applicable benefit deductions will be deducted from your pay during your leave of absence when PTO is entered in Workday and paid out in Mastery's bi-weekly payroll cycle.

3) Can I use PTO to extend my leave of absence?

Employees are required to use all accrued PTO during the unpaid portion of their leave of absence period. PTO may not be used to extend an employee's leave of absence period.

To be paid PTO during the unpaid leave period, employees must enter their time off requests in Workday (following the normal submission process) and the PTO will be paid in accordance with our bi-weekly pay schedule. Should the employee fail to input PTO as outlined above all applicable accrued time will be dispersed via direct deposit within the first pay cycle following the employee's return to active status.

Please note PTO does not accrue during a leave of absence; once you return to work, your PTO bank will begin to accrue per pay period. PTO is accrued per pay period at the following rates:

12 Month Staff

5.53 Hours of PTO per pay period

10 Month Staff

2.43 Hours of PTO per pay period

4) What happens if there is a school break during my leave?

Because you would not have been required to report to work during scheduled school breaks of 3 days or more, i.e. Thanksgiving break/winter break/spring break, that period of time is not counted against your leave entitlement. Employees will not receive regular pay for the breaks that fall during their leave but will be paid according to leave pay guidelines under parental leave and short-term disability.

Example: If an employee begins their FMLA in March and it extends through May, the one week of spring break will not count against the 12 weeks of FMLA that they are entitled to, nor will the employee receive one week of regular pay for spring break.

5) How do I add my newborn to Mastery's health insurance?

You must add your newborn within 30-days of giving birth. You may call Benefits VIP at 1-866-286-5354 and speak with a representative who can assist in adding your baby on to your desired benefit plan(s). You may alternatively complete enrollment for your newborn yourself online through our SmartBen benefit administration system (see instructions below).

- While you may not have a social security number at the time of enrollment, you may use the default number of 111-11-1111 until you do have a social security number. Once acquired, you must update your newborn's information in our SmartBen system.
- You will also need to provide documentation to substantiate the baby's birth to complete this process. Examples of acceptable documentation include a birth certificate or crib sheet with the parent name listed. This information may be sent to Benefits VIP at answers@benefitsvip.com. Failure to provide this documentation will result in a delay in your enrollment.

Here are the instructions for logging in to SmartBen:

Please login at masterycharter.smartben.net using the credentials below.

- Username: First Initial + Date of Birth (MMDDYY) + Last 4-Digits of Social Security Number
- Default Password: Date of Birth (MMDDYYYY)- For first time users

For example: If your name is Jon Smith, your date of birth is 12/09/1973 and the last four digits of your social security number are 1234, your login information would be as follows:

- *Username: J1209731234*
- *Password: 12091973*
- After successfully logging in, simply click the 'Benefit Enrollment' link under the Life Event title on the homepage to complete your enrollment.

If you have already changed your password and need it reset please contact Benefits VIP via phone at 1-866-286-5354 or email at answers@benefitsvip.com for assistance.

6) What happens to my NJ pension when I go out on a leave of absence?

When an employee is on an unpaid leave of absence, all pension deductions will stop. Deductions will restart when an employee returns to active status and begins receiving pay. Depending upon the timing of an employee's return, it may be necessary for Mastery to deduct a full month of

pension deductions from one paycheck. The Division of Pensions does not permit partial payments. HR will reach out with the details of resuming your pension payments on or before your return to work date.

Employees do not receive pension service credit during leaves of absence; however, it may be possible to purchase service credit from the Division of Pensions.

- Employees in TPAF (Teachers' Pension and Annuity Fund), please refer to the TPAF manual, page 14 for details:
<https://www.state.nj.us/treasury/pensions/documents/guidebooks/tpafbook.pdf>
- Employees in PERS (Public Employees' Retirement System), please refer to the PERS manual, page 15 for details:
<https://www.state.nj.us/treasury/pensions/documents/guidebooks/persbook.pdf>

Please also refer to the guidebooks linked above (PERS, page 39 and TPAF, page 38) for information about continuing pension contributory group life insurance while on an unpaid leave.

Additional Mastery Leave Policies

Paid Time Off (PTO)

Mastery requires employees to use all accrued Paid Time Off (PTO) during the unpaid portion of your leave. These requests must be submitted via Workday and will be paid via direct deposit in the applicable pay period. Upon return to active status all remaining accrued PTO will be paid out within the applicable pay cycle commensurate with the length of unpaid leave taken.

During intermittent FMLA, employees must use any accrued PTO concurrently.

Summer Pay

All Pennsylvania 10.5 month employees taking a leave of absence of any length during the school year (for any reason) will have their summer pay prorated commensurate with the amount of time they have worked during the school year. This prorated summer pay will be dispersed on a bi-weekly basis throughout the summer.

Same Employer Limitation

A married couple or domestic partners who are eligible for FMLA leave and are employed by the same covered employer are limited to a combined total of 12 weeks of leave during a rolling 12-month period if the leave is taken to care for the employee's parent with a serious health condition, for the birth of the employee's child or to care for the child after the birth, or for placement of a child with the employee for adoption or foster care or to care for the child after placement. If one spouse or domestic partner is ineligible for FMLA leave, the other spouse or domestic partner would be entitled to a full 12 weeks of FMLA leave. Where spouses or domestic partners both use a portion of the total 12-week FMLA leave entitlement for either the birth of a child, for placement for adoption or foster care, or to care for a parent, the spouses or domestic partners would each be entitled to the difference between the amount they have taken individually and 12 weeks for FMLA leave for other purposes. For example, if each spouse or domestic partner took six weeks of leave to care for a parent, each could use an additional six weeks due to their own serious health condition or to care for a child with a serious health condition. If leave is taken for other reasons, such as the employee's own serious health condition or to care for a child with a serious health condition, the spouses or domestic partners can each use up to 12 weeks of leave individually.

For employees not eligible for job protection under the Family and Medical Leave Act, Mastery Schools may grant the leave and will make every effort to maintain your position dependent on the functionality of the school. HR will work with you supervisor/Principal on reviewing your non-FMLA request.

Employees not eligible for job protection under FMLA are those who have worked less than a year or less than 1,250 hours in the previous 12 months or those that have exhausted leave under FMLA.

Reinstatement

Upon return from an approved leave the employee will be returned to the position held before leave or to a role equivalent to the position previously held in terms of benefits, pay, terms and conditions of employment. If during the leave period the employee would have lost their position were they not on

leave due to good faith reduction of staffing, layoff or per contract terms, the employee is not entitled to reinstatement to the former or equivalent position.

Failure to Return from Leave

The failure of a Mastery Schools employee to return to work upon the expiration of a parental, family, medical, or military leave of absence will subject them to immediate termination unless an extension is granted or in certain cases where a continued disability exists. An employee who requests an extension of family, medical or military leave due to the continuation or recurrence of their own health condition or their family member, must submit a request for an extension in writing to Matrix who will then communicate the request to Human Resources. This written request must be made at least two (2) weeks prior to the expiration of the FMLA. If an employee fails to make the written request for an extension of the FMLA, the employee will be expected to return to work at the end of the expiration date of FMLA and if the employee does not return to work, he/she will be terminated. Once an employee is able to work and has a clearance from a healthcare provider, the employee may apply for any current open positions for which he/she may qualify. Mastery reserves the right to recover the employer's share of health plan premiums, in addition to the employee's share, if the employee fails to return to work after their FMLA leave has been exhausted.

Please refer to the Mastery Schools Employee Handbook (PA and NJ version available) for additional information related to our Leave of Absence policies.

Workday Leave of Absence Request Types

Leave of absence requests must be submitted in Workday for time needed out of the building. These submissions will serve as formal notification of a request for leave of absence and will be utilized by campus managers and HR to accurately track and manage employee leaves requests moving forward.

Mastery offers the following leave of absence request types in Workday:

| Leave Type Name | Request Leave for: | For additional information, view the following document(s): |
|-------------------|--|---|
| Leave of Absence | Any leave of absence request including Parental Leave, Medical Leave, Adoption Leave, Care for Newborn, Family Leave, Foster Care Placement, NJ Family Leave, etc. | Mastery Employee Handbook; applicable FAQ |
| Intermittent FMLA | Leave taken intermittently for your own medical condition. | Mastery Employee Handbook |
| Military Absence | The serious injury/illness of a service member for which I am the spouse, son/daughter, parent or next of kin. | Mastery Employee Handbook |
| Military Absence | Leave for your own active military service, training, and/or military reservist duties. | Mastery Employee Handbook |

You will only be able to submit leave requests for leave types that you are eligible for as defined by state and/or federal regulation or Mastery policy. You are responsible for informing both your Manager and HR of any changes in your leave plans (including anticipated leave start and/or end dates). If you have questions regarding your leave eligibility you may send them to HR@masterycharter.org.