

Maternity & Medical Leave Policy

Adopted: July 17, 2023

Revised:

The purpose of this policy is to assist Career Academy of Utah (the “School”) with employees who do not yet qualify for FMLA but are still in need of time away from work directly related to the birth and care of a newborn child of the employee or a medical condition. Employees must be employed for at least 30 days before a leave is approved.

Under the Maternity & Medical Leave Policy, an eligible employee may be granted up to a total of six (6) consecutive work weeks of unpaid leave during a rolling 12-month period. Intermittent leave is not permitted under this policy. This leave is solely up to the discretion of the School. A request for maternity or medical leave must be submitted with as much notice as possible to the Executive Director

If approved, the leave will be limited to a maximum of 6 work weeks and will be considered unpaid. Employees must use any PTO available before the unpaid maternity or medical leave starts. Additionally, employees will not accrue PTO while they are out on leave.

If the employee has any benefits with the company, the employee is responsible for their portion of the premiums. Any missed premiums will be deducted from the employee’s paycheck through a 2-month period upon their return to work. If an employee does not return to work, the employee will be responsible for submitting payment directly to the Career Academy of Utah.

Please see the Executive Director for paperwork that will need to be completed prior to the review and approval of the leave.