

Company's Vacation and Leave Policy

Introduction

In the early days, Company's approach to time off -- we have an open vacation policy, and we figure out the rest as we go -- served the company and Company's team members well.

Now, as Company has grown, it's time for us to be clearer about vacation and leave so that we are transparent and fair, and so that we can support excellent planning both for team members and for Company.

This page describes Company's approaches to vacation time, parental leave, and other types of leave. We've worked hard to craft these policies in line with Company's values. We have an incredible team, with unmatched devotion to improving education and supporting each other. With that in mind, we've done our best to design generous policies that care for each team member, while also recognizing our status as a startup that has yet to "make it big" like Google and other tech giants.

If you have any questions, please reach out to your team lead, XXX. We'd love your feedback as well. As we grow and evolve, we'll revisit these policies periodically.

Our Open Vacation Policy

We believe taking vacation time is an important part of a healthy and happy life. And we believe that vacations make Company team members better at their jobs, too.

Company has an open / uncouneted / unlimited vacation policy. We trust team members to take meaningful vacation time*, and we trust team members to be respectful and responsible in doing so.

One key to success: As you plan vacation time, be sure to communicate as far in advance as possible with your team lead and others around you.

Company's open vacation policy also applies to sick days, like taking a few days to recover from the flu.

However, Company's open vacation policy does not apply to other types of leave, such as parental leave or medical leave.

* We know that at many companies open vacation policies means employees don't take much vacation time at all. It's important to us that that doesn't happen at Company!

Our Parental Leave Policy

We want Company to be a welcoming place for team members at all stages in life, and we want to make Company a place where each team member is excited to grow over the long term. As a team, we embrace family and want to do our best to support Company team members as they start and grow families.**

For all team members who have been at Company for at least six months, we offer 12 weeks of parental leave. For the primary caregiver (see *below*), the 12 weeks are fully paid, and the leave should be taken as soon as the child is born or comes into the care of the family. For the parent who is not the primary caregiver, four weeks are paid, and the parent may take the leave any time within the first year of the child's birth or placement with the family. For team members who have been at Company for less than six months at the time of the child's birth or arrival to the family, the paid leave will be prorated.

(What does Primary Caregiver mean? "The person who has primary responsibility for the care of a child immediately following the birth or the coming of the child into the custody, care and control of the parent for the first time. This definition applies to both births and adoptions.")

**In crafting our policy for the first time, we reviewed policies from dozens of startups, school districts, cities, large companies, and universities. We focused in particular on "peer" startups, those with fewer than 1,000 employees. Our goal was to be as generous and caring as possible, while also acknowledging that unfortunately we can't yet match the parental leave policies of large, mature tech companies, such as Netflix, which offers unlimited paid leave. In our research, the policy we designed for Company is one of the most generous in the country among our peer startups. Our approach is the same as the late-stage Boston tech companies that offer the most leave, e.g., Hubspot, TripAdvisor, and Akamai, as well as the Boston educational organizations that offer the most leave, e.g., MIT and Harvard. To our knowledge, Company's leave approach is above every school district and city in the area.

Other Types of Leave

Beyond parental leave and vacation time, we know that Company team members may need extended time away from the office for other circumstances. If and when that happens, we'll work with each team member to best support the individual given the circumstance.

Company is approaching a size where the federal Family and Medical Leave Act applies. With that in mind there are a few other types of extended leave that we should call out specifically:

- Team members who have been at Company for at least six months and need to go on medical leave or support a family member who needs medical care will receive 12 weeks of leave, with 2 weeks paid. If the team member has been with Company for less than six months, the leave will be pro-rated.
- We'll provide 26 weeks of leave (with 2 weeks paid) for team members who need to care for a family member in the U.S. Military. Team members who have been with Company for less than six months will receive 13 weeks of leave. For "[Qualifying Exigency Leave](#)" (e.g., time needed to prepare for a family member's call to active duty), team members will receive 12 weeks of leave over the course of the year

(with 2 weeks paid). Team members who have been here for less than 6 months will receive 6 weeks of leave.

- Also, jury duty will be paid leave.

How Parental and Other Extended Leaves Work in Practice

As with our general approach at Company, we expect that team members and team leads will speak openly and transparently about how to prepare and plan for the leave, so that the team member can focus on his or her needs while also ensuring that Company is able to continue serving our clients exceptionally well and growing as a company.

As soon as you know that you will need to go on extended leave (and at a minimum, within 30 days of the leave, assuming you can plan for it in advance), please talk with your team lead to give that person as much notice as possible. Your team lead will let Aaron, Xan, and Genna know. Genna will then reach out to set up time to talk through the logistics to prepare for and take the leave.

Legal Footnotes

With state and federal laws covering medical and parental leave, there are some additional legal notes that we think are important to add. In general, Company will always meet the minimum requirements of state and federal law.

General Paid Leave Notes:

- *Upon returning from a 12-week leave (or less), an employee will generally have the right to return to his or her last position before the leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.*
- *In the event that a leave is extended beyond 12 weeks of leave over 12 months (or 26 weeks in the case of Military Caregiver Leave), the leave will become a “personal leave.” In that case, we will consider the possibility of the employee returning to work, but we will not be able to guarantee it.*
- *Paid leave under the policy runs concurrently with FMLA or any parental or maternity leave under applicable state law. That is -- one would not take the parental leave outlined here and then take FMLA leave; FMLA leave is already covered under this policy. Of course, we will also ensure we are meeting the law of each state in which we operate.*
- *Paid leave under our parental leave policy, or other types of leave policy, is separate from the time off that may be taken under our flexible vacation policy. That is, leave taken for the purposes of caring for a child or recovering from a serious illness is not considered paid vacation time.*
- *In general, except for those employees taking Military Caregiver Leave, an employee will be entitled to a maximum of 12 weeks of parental or medical leave during any 12-month period. The 12-month period is a rolling period measured backward from the date an employee uses any leave under this policy.*

- *Medical, dental and 401(k) benefits will continue during paid parental leave. We will continue to make payroll deductions to collect the employee's share of the premiums. Coverage will also continue when an employee is on unpaid leave, and we will work with each team member to determine how to collect those premium payments.*
- *If the employee does not return from leave, we may be entitled to recover from the employee the portions of medical and dental insurance premiums that we paid for during any unpaid portion of the leave. The exception would be if the employee's failure to return was due to a serious health condition (within the meaning of the FMLA) or if there are other circumstances beyond the employee's control. We may require medical certification if the employee states that he or she is unable to return from the leave.*
- *In rare cases, we may request additional information (e.g., doctor's verification) both to ensure that team members are healthy enough to return and to ensure that the policy is applied equally.*

Parental Leave Notes:

- *Parental leave is the same if you have one child or twins or triplets, etc.: Only one paid parental leave can be taken, even if there are multiple births or more than one child is placed for adoption under the same arrangement. If state or local law states that employees may take additional unpaid leave for multiple births or the adoption of more than one child under the same arrangement, we will, of course, meet the requirement of those laws.*
- *If a husband and wife or domestic partners both work for Company and are both eligible for paid parental leave, they may only take the maximum duration of one parental leave. Two employees will only be able to take 12 weeks of parental leave in aggregate for the birth or adoption of the same child.*
- *When an employee is eligible for both FMLA leave and Massachusetts Parental Leave, both leaves will run concurrently. However, the expiration of FMLA rights does not itself deprive an employee of Massachusetts parental leave rights. That is, if the employee uses 12 weeks of FMLA leave prior to the birth or placement of the new baby, the employee is still entitled to 8 weeks of unpaid leave under Massachusetts law.*

Military Caregiver Leave Notes:

- *Under Military Caregiver Leave, an employee is entitled to a maximum of 26 weeks of leave in the 12-month period beginning on the first day that the employee takes this form of leave and ending 12 months later.*