

Family-Friendly Policy



Schemata Workshop supports family-friendly policies for the benefit of its employees, recognizing that a solid and healthy family life enhances employee retention, employee productivity, and employee morale. Schemata Workshop implements the following family friendly policies:

1. Health insurance for employees that is 100% covered by employer
2. Provision of 52 hours of personal leave per year
3. Provision of time-off for Family Leave
4. Provision of job sharing, where job needs allow
5. Provision of flexible hours, where job needs allow
6. Provision of telecommuting, where job responsibilities permit

Personal leave may be used as-needed and includes, but is not limited to, the following: illness, doctor's appointments, sick and safe time, child illness, voting, jury duty, mental wellness, attending funerals, spousal care at home, and for school emergencies.

For the purposes of this policy, "Family Leave" includes leaves conventionally known as Maternity Leave, Paternity Leave, or Parental Leave. Family Leave is available to all full-time employees who have been employed for 90 days or longer, and are the birth parents of a newborn child or adoptive parents of any child newly placed in the home under the age of 18. Family Leave is paid per calendar year at 60% of the eligible employee's regular pay based on full time equivalency. Leave may be taken on a continuous, intermittent, or reduced schedule basis, but must be taken within the first 3 months of a child's arrival. Schemata Workshop will continue to pay its share of the cost (100%) for other employee benefits including, but not limited to, health insurance, long- and short-term disability, and Simple IRA matching.

In the case of birth mothers, Schemata Workshop's Paid Family Leave Policy will go into effect after the termination of benefits covered by Short Term Disability Insurance, and will provide as stated above from that point on, as if the child arrived on the date Short Term Disability Insurance benefits terminated. Short Term Disability Insurance offers up to 12 weeks of leave at 60% pay, and is subject to the terms, conditions, and documentation outlined in the Short Term Disability Insurance policy. Schemata Workshop will continue to pay its share of the cost (100%) for other employee benefits including, but not limited to, health insurance, long- and short-term disability, and Simple IRA matching.