PARENTAL LEAVE POLICY

To qualify you must be an employee of Viking Gymnastics & Dance for a minimum of 18 months. This policy applies to both salaried and hourly employees; both full and part time.

Salaried Employees:

Salaried employees are eligible to receive either 6 weeks of paid leave at your full salary rate or 12 weeks of paid leave at 50% of your normal salary rate.

Hourly Employees:

Hourly employees are eligible to receive either 6 weeks of paid leave at the average of your scheduled hours over the past 6 months or 12 weeks of paid leave at 50% of the average of your scheduled hours over the past 6 months.

If your actual worked hours are not within 10% of your scheduled hours, the lesser average of hours will be used.

Election must be made 30 days prior to the anticipated arrival date of your child unless extenuating circumstances arise. In the case of extenuating circumstances, the decision must be made prior to the processing of the first payroll during your leave.

You may take additional time up to a total period of 12 consecutive weeks however, additional time will be unpaid unless you are using your PTO. If you have earned PTO, you are not required to use your PTO during your leave but may opt to do so. Normal PTO rules apply.

If you are on any of the Viking Insurance plans, you may opt to prepay insurance payments in anticipation of the arrival of your child up to three months. If you choose not to prepay, insurance payments are due to Viking in full at the first of each month during your leave. Viking continues to pay the employer portion of your insurance during this time.

Employee must commit to returning to Viking for a period of 3 months at the end of the leave period to be awarded these benefits. The schedule may not be the same schedule that you originally had prior to your leave. Should you not return to Viking, the benefits paid will be returned to Viking. This applies to both the payroll and any insurance benefits if applicable.

Paid parental leave will be taken in one block of time and may not be spread over multiple time periods.

You may opt to use PTO the first few days after the arrival of your child and begin Parental Leave at a later date if this has been communicated with your supervisor and HR in advance.

Any employee, regardless of tenure at Viking, is eligible to receive 12 weeks of unpaid leave through FMLA.