

**Madrone Trail  
Public Charter School**

Code: **GCBDA/GDBDA-AR(1)**  
Adopted: **December 2017**

**Madrone Trail Public Charter School  
Family Leave Fund Policy**

**Purpose:** To provide financial assistance to Madrone Trail Public Charter School employees on unpaid family leave.

**Fund Source:** At the end of each fiscal year, any funds remaining in the the “substitute” line item of the budget, will be transferred into the Family Leave Fund. Funds may also be added to the Family Leave Fund through fundraising or donation.

**Fund Cap:** The Family Leave Fund cap is \$20,000. No additional “substitute” line funds will be added when the Family Leave Fund reaches \$20,000.

**Funds Available:** The balance of the Family Leave Fund on August 1st of each year, will be the funds available for the entire year. Any funds raised after August 1st of each year, will become “available” the following August 1st. Any funds remaining in the Family Leave Fund at the end of each year, will be carried over to the new year.

**Applying for funds:** Employees may apply for up to 25% of the funds available. Employees may apply for up to a total of 6 weeks of leave. Amount applied for may not exceed the length of leave. An employee may apply for funds once per leave.

**Application Process:**

1. Employee qualifies for a leave under the Family Leave Policy
2. Employee fills out a Family Leave Fund application form and submits it to the School Director
3. The School Director will notify the employee of funds granted, if any, within 10 school days of receiving the application.