

MEMORANDUM

To: Rich Seckel, Executive Director KEJC
Rob Johns, Chair, KEJC Board of Directors

Cc: Family Leave Committee – Brenda Combs, McKenzie Cantrell, Angela Zeek, Michelle Haubner

From: Neva-Marie Polley Scott, KEJC Board Member

Date: September 24, 2018

RE: Family Leave Committee Recommendation

The Family Leave Committee met on Friday, August 31, 2018 at the offices of the Maxwell Street Legal Clinic. All members of the committee were in attendance – McKenzie Cantrell (via telephone); Angela S. Zeek; Brenda Combs; Michelle Haubner; and, Neva-Marie Polley Scott. Rich Seckel attended for a brief period of time during our discussions.

The committee reviewed materials in advance of the meeting and coordinated via email in preparation for its discussion. Materials were compiled in advance and included the current family leave policies of Legal Aid Society; Kentucky Legal Aid; Legal Aid of the Bluegrass; and, Kentucky Equal Justice Center. Other policies from agencies outside Kentucky were reviewed as well. However, the committee found the Kentucky policies to be the most applicable reference point for our discussion. In addition to reviewing policies, the committee reviewed costs for supplemental short-term disability plans and outside data in reference to the family leave.

The committee met for approximately 1.5 hours and engaged in thorough discussion of KEJC's current family leave policy which is the same policy that has been in effect since the 1980s. Following a review of the materials and a vigorous discussion, the committee came to a unanimous recommendation.

The committee recommends that KEJC amend its family leave policy to increase the number of days provided to staff members from five (5) days to twenty (20) days. It is recommended that this be allotted in addition to other leave that staff may use for parental leave purposes in coordination with KEJC management. We further recommend that this policy apply to all individuals equally without regard to gender and without regard to whether the new family member is welcomed through birth or adoption.

The committee will be present for the next KEJC Board of Directors meeting, which is scheduled for Friday, October 5th and will be prepared to discuss our recommendations, the materials reviewed, and the rationale for our conclusion. The committee has designated me to serve as our representative for the purpose of presenting our report to the Board of Directors. However, all members are available for questions and comment. Should any additional information be desired, please do not hesitate to so advise.

An additional discussion was held in reference to KEJC's overall employment policy manual. It was noted that the manual was dated and included provisions for compliance for LSC regulations, which are

no longer applicable due to KEJC's status as a non-LSC funded legal aid entity. And, while this is not a matter that this committee was tasked with addressing, we wish to note an informal recommendation that the policy manual be reviewed and updated so as eliminate policies that are no longer necessary.