



# Wallace Stegner Academy Board of Directors Meeting

**Date:** March 9, 2026

**Time:** 8:30 AM

**Teleconference:** <https://us02web.zoom.us/j/88341848796>

This meeting of the board of directors will be held electronically. If you would like to attend the meeting, accommodations will be made for the public at the anchor location identified.

*Wallace Stegner Academy will foster a community of active learners through academic rigor and citizenship by providing an opportunity for students to achieve academic excellence.*

## AGENDA

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### CALL TO ORDER

### CONSENT ITEMS

- February 26, 2026, Board Meeting Minutes

### VOTING ITEMS

- Ratified CEO Employment Agreements
- 2026-2027 School LAND Trust Plans
- Amended Paid FMLA Leave Policy in Employee Handbook
- Amended Paid Parental and Postpartum Recovery Leave Policy
- Amended Donation of Paid Time Off Policy

### CALENDARING

- The next board meeting is scheduled for April 15, 2026.

### ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.



# Wallace Stegner Academy Board of Directors Meeting

**Date:** February 26, 2026

**In Attendance:** Sarah Vaughan, Frank Magana, Jeremy Schow, Reed Farnsworth, Tony Furano

**Others in Attendance:** Anthony Sudweeks, Adam Gerlach, Hannah Jones

**Teleconference:** <https://us02web.zoom.us/j/81937007429>

## MINUTES

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**CALL TO ORDER** Sarah Vaughan called the meeting to order at 5:08 PM.

### CONSENT ITEMS

- January 21, 2026, Board Meeting Minutes  
Sarah Vaughan made a motion to approve the January 21, 2026, Board Meeting Minutes with the discussed changes. Frank Magana seconded. The motion passed unanimously. The votes were as follows: Sarah Vaughan, Aye; Jeremy Schow, Aye; Frank Magana, Aye; Tony Furano, Aye; Reed Farnsworth, Aye.

### VOTING & DISCUSSION ITEMS

- Mariposa Consulting Group Invoice  
Anthony Sudweeks explained the contract that is with Mariposa Consulting group for marketing efforts. There were no questions or concerns from the board. Reed Farnsworth made a motion to approve the Mariposa Consulting Group Invoice. Tony Furano seconded. The motion passed unanimously. The votes were as follows: Sarah Vaughan, Aye; Jeremy Schow, Aye; Frank Magana, Aye; Tony Furano, Aye; Reed Farnsworth, Aye.

**CLOSED SESSION** - to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

At 5:12 PM Sarah Vaughan made a motion to move into a closes session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) on zoom. Jeremy Schow seconded. The motion passed unanimously. The votes were as follows: Sarah Vaughan, Aye; Jeremy Schow, Aye; Frank Magana, Aye; Tony Furano, Aye; Reed Farnsworth, Aye.

At 6:34 PM Sarah Vaughan made a motion to leave the closed session. Frank Magana seconded. The motion passed unanimously. The votes were as follows: Sarah Vaughan, Aye; Jeremy Schow, Aye; Frank Magana, Aye; Tony Furano, Aye; Reed Farnsworth, Aye.

## **CALENDARING**

The next board meeting is March 18, 2026, at 5:30 PM.

## **ADJOURN**

At 6:35 PM Tony Furano made a motion to adjourn the meeting. Reed Farnsworth seconded. The motion passed unanimously. The votes were as follows: Sarah Vaughan, Aye; Jeremy Schow, Aye; Frank Magana, Aye; Tony Furano, Aye; Reed Farnsworth, Aye.

DRAFT

**Wallace Stegner Academy  
Board of Directors  
Closed Session Statement**

**Date:** 02.26.2026

**Location:** <https://us02web.zoom.us/j/81937007429>

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**CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for Wallace Stegner Academy entered a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-205(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 26th day of February 2026.



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Sarah Vaughan, Board President



## 2026–2027 Wallace Stegner Academy – Sunset Campus

### School LAND Trust Plan

#### Plan

Wallace Stegner Academy (WSA) will employ an Intervention Specialist to provide targeted academic support across grade levels. The Intervention Specialist will focus primarily on improving early literacy outcomes in grades K–4 and will coordinate re-teaching and intervention services for upper-grade students in mathematics and English language arts.

Utah School LAND Trust funds will be used to fund a portion of the Intervention Specialist's salary and benefits. Additional school funds will be used to support the remaining compensation.

#### Measurements

WSA's mission is to close the achievement gap for students from low-income households. Approximately 57% of students at the Sunset campus qualify as low income.

The effectiveness of this plan will be measured using the following goals for the 2026–2027 school year:

- A 5% increase in students scoring at or above benchmark from Beginning-of-Year to End-of-Year Acadience assessments.
- A 2% increase in Math and English Language Arts RISE scores from the 2025–2026 to the 2026–2027 summative assessments.

#### Cost

The projected Utah School LAND Trust allocation for the Sunset campus for the 2026–2027 school year is \$81,967.97. WSA will use 100% of these funds to pay for a portion of the Intervention Specialist's salary and benefits.

#### Remaining Funds

Any remaining or additional funds will be used to further support the Intervention Specialist's salary and benefits and/or to partially fund an additional Intervention Specialist in order to expand intervention services and increase instructional support for students.

*Voting by the SLT Committee was unanimous Yes Votes: 4 No Votes: 0 Total Membership Count = 4 Members (March 2026)*



## 2026–2027 Wallace Stegner Academy – West Valley Campus

### Plan

Wallace Stegner Academy (WSA) will employ two Intervention Specialists to provide targeted literacy intervention services at the West Valley campus. These positions will focus on improving reading outcomes through early literacy instruction, small-group interventions, and coordinated re-teaching support for students performing below grade level.

Utah School LAND Trust funds will be used to fund the salaries and benefits of the two Intervention Specialists.

### Measurements

WSA's mission is to close the achievement gap for students from low-income households. Approximately 60% of students at the West Valley campus qualify as low income.

The effectiveness of this plan will be measured using Acadience reading assessments. The goal for the 2026–2027 school year is a 5% increase in students scoring at or above benchmark from Beginning-of-Year to End-of-Year Acadience assessments.

### Cost

The projected Utah School LAND Trust allocation for the West Valley campus for the 2026–2027 school year is \$150,733.25. WSA will use 100% of these funds to pay for the salaries and benefits of two Intervention Specialists.

### Remaining Funds

Any remaining or additional funds will be used to further support intervention services, including sustaining Intervention Specialist positions or expanding literacy support for students most in need.

*Voting by the SLT Committee was unanimous Yes Votes: 4 No Votes: 0 Total Membership Count = 4 Members (March 2026)*



## 2026–2027 Wallace Stegner Academy – Kearns Campus

### Plan

Wallace Stegner Academy (WSA) will employ two full-time Intervention Specialists to provide targeted literacy intervention services at the Kearns campus. These positions will focus on accelerating reading achievement through evidence-based early literacy instruction, structured small-group interventions, and coordinated re-teaching support for students performing below grade level. Interventionists will collaborate closely with classroom teachers to ensure alignment of instruction, progress monitoring, and data-driven adjustments to support student growth. In addition, WSA will also allocate partial funding toward an Academic Coach whose responsibilities will include supporting literacy instruction schoolwide.

Utah School LAND Trust funds will be used to support the salaries and benefits of the two full-time Intervention Specialists and a portion of the salary and benefits of the Academic Coach. The remaining portion of the Academic Coach’s compensation will be funded through the school’s general funds.

### Measurements

WSA’s mission is to close the achievement gap for students from low-income households. Approximately 64% of students at the Kearns campus qualify as low income.

The effectiveness of this plan will be measured using Acadience reading assessments. The goal for the 2026–2027 school year is a 5% increase in students scoring at or above benchmark from Beginning-of-Year to End-of-Year Acadience assessments.

### Cost

The projected Utah School LAND Trust allocation for the Kearns campus for the 2026–2027 school year is \$250,084.47. WSA will use 100% of these funds to pay for the salaries and benefits of two Intervention Specialists.

### Remaining Funds

Any remaining or additional funds will be used to fully fund the salary and benefits of the Academic Coach.

*Voting by the SLT Committee was unanimous Yes Votes: 4 No Votes: 0 Total Membership Count = 4 Members (March 2026)*



## 2026–2027 Wallace Stegner Academy – Salt Lake Campus

### Plan

Wallace Stegner Academy (WSA) will employ two Intervention Specialists to provide targeted literacy intervention services at the Salt Lake campus. These positions will focus on improving reading outcomes through early literacy instruction, small-group interventions, and coordinated re-teaching support for students performing below grade level.

Utah School LAND Trust funds will be used to fund the salaries and benefits of the two Intervention Specialists. (The funding will cover the salary and benefits of one full time interventionist and the partial salary and benefits of the second interventionist. The rest of the salary and benefits will be paid out of general funds.)

### Measurements

WSA's mission is to close the achievement gap for students from low-income households. Approximately 72% of students at the Salt Lake campus qualify as low income.

The effectiveness of this plan will be measured using Acadience reading assessments. The goal for the 2026–2027 school year is a 5% increase in students scoring at or above benchmark from Beginning-of-Year to End-of-Year Acadience assessments.

### Cost

The projected Utah School LAND Trust allocation for the Salt Lake campus for the 2026–2027 school year is \$119,259.39. WSA will use 100% of these funds to pay for the salaries and benefits of two Intervention Specialists.

### Remaining Funds

Any remaining or additional funds will be used to fully fund the salary and benefits of the second interventionist.

*Voting by the SLT Committee was unanimous Yes Votes: 4 No Votes: 0 Total Membership Count = 4 Members (March 2026)*

## Donation of Paid Time Off Policy

Adopted: December 17, 2020

Revised: December 17, 2025



### Purpose

The purpose of this policy is to provide a mechanism by which employees of Wallace Stegner Academy (the “School”) can voluntarily donate their paid time off (“PTO”) days to other employees of the School.

### Policy

1. An employee may donate his or her PTO days to another specified employee.
2. Employees may only donate time from their current PTO balance.
3. All donated PTO must be made in full-day increments.
4. Once donated PTO has been transferred to the recipient’s PTO balance, the donor has no rights to that PTO for any reason. Approved donations will be immediately deducted from the donor’s PTO balance and credited to the recipient’s PTO balance.
5. An employee’s decision to donate PTO should be an individual and personal decision and is completely voluntary.
6. All PTO donations must be approved by the Chief Executive Officer(s) (“CEO(s)”). Employees desiring to donate PTO to another employee must submit a completed Employee Donation of PTO Form (which is attached to this policy) to the CEO(s) identifying the recipient, the number of PTO days donated, the date of donation, and an acknowledgment of the employee’s remaining days after the donation. Both the CEO(s) and employee will sign the Employee Donation of PTO Form. Requests that do not meet the conditions of this policy will be denied.
7. The CEO(s) will coordinate with the School’s management company to assure proper documentation of these transactions. The CEO(s) will notify the donor and the recipient after the transaction has occurred.

**Deleted: 8.** → This policy does not apply to any paid Family and Medical Leave Act (“FMLA”) leave provided by the School to an employee. An employee may not donate his or her paid FMLA leave to another employee.¶

**Wallace Stegner Academy  
Employee Donation of PTO Form**

Name of Donating Employee: \_\_\_\_\_

I am requesting that \_\_\_\_\_ hours of my Paid Time Off balance be transferred to:

\_\_\_\_\_  
(Name of Receiving Employee)

I am aware of the School's rules regarding the donation of Paid Time Off and of the use of donated Paid Time Off. I have read and understand the criteria attached to this form which will be used in determining my eligibility to participate and how it will affect my Paid Time Off balance.

\_\_\_\_\_  
Signature of Donating Employee

\_\_\_\_\_  
Date

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**Acknowledgement:**

Request Granted  
 Request Denied

Number of PTO days remaining for Donating Employee after donation, if applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

**School employees who are interested in donating Paid Time Off days must meet the following qualifications and understand the following guidelines:**

1. An employee may donate his or her PTO days to another specified employee.
2. Employees may only donate time from their current PTO balance.
3. All donated PTO must be made in full-day increments.
4. Once donated PTO has been transferred to the recipient's PTO balance, the donor has no rights to that PTO for any reason. Approved donations will be immediately deducted from the donor's PTO balance and credited to the recipient's PTO balance.
5. An employee's decision to donate PTO should be an individual and personal decision and is completely voluntary.
6. All PTO donations must be approved by the CEO(s).

**[Page 13 of Employee Handbook]**

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The School may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is approved to take FMLA leave must use all of the employee's available PTO prior to being eligible for unpaid FMLA leave. PTO used during FMLA leave will run concurrently with FMLA leave.

To the extent applicable, disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if the School elects to provide six (6) weeks of pregnancy disability leave, the six (6) weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. [The employee may then be required to substitute PTO as appropriate before being eligible for unpaid FMLA leave for what remains of the 12-week entitlement. An employee who is taking FMLA leave for the adoption or foster care of a child must use all PTO prior to being eligible for unpaid FMLA leave.](#)

An employee who is using military FMLA leave for a qualifying exigency must use all available PTO prior to being eligible for unpaid FMLA leave. An employee using FMLA military caregiver leave must also use all available PTO prior to being eligible for unpaid FMLA leave.

An employee may not donate his or her FMLA leave to another employee.

Leave granted to an employee under the School's Paid Parental and Postpartum Recovery Leave Policy will run concurrently with any FMLA leave taken by the employee during the same time period.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks (or twenty-six (26) workweeks to care for an injured or ill service member over a 12-month period).

**[Page 17 of Employee Handbook]**

*Donating PTO*

You can voluntarily donate your PTO days to other employees of the School in accordance with the following rules:

1. An employee may donate his or her PTO days to another specified employee.

**Deleted:** will receive paid FMLA leave for up to six (6) weeks (thirty (30) workdays) of the employee's FMLA leave. Paid FMLA leave is in addition to an employee's regular paid time off ("PTO"). However, an employee who is taking FMLA leave

**Deleted:** and receiving paid FMLA leave. In addition, an employee who is taking FMLA leave must use all available PTO and paid FMLA leave prior to being eligible for

**Deleted:** but will not be charged against any paid FMLA leave available to the employee

**Deleted:** and paid FMLA leave

**Deleted:** and paid FMLA leave

**Deleted:** (paid or unpaid)

**Deleted:** Therefore, if an employee is eligible for both paid parental and/or postpartum recovery leave and paid FMLA leave, the total amount of paid leave received by the employee shall not exceed the employee's regular salary.

2. Employees may only donate time from their current PTO balance.
3. All donated PTO must be made in full-day increments.
4. Once donated PTO has been transferred to the recipient's PTO balance, the donor has no rights to that PTO for any reason. Approved donations will be immediately deducted from the donor's PTO balance and credited to the recipient's PTO balance.
5. An employee's decision to donate PTO should be an individual and personal decision and is completely voluntary.
6. All PTO donations must be approved by the Administrator. Employees desiring to donate PTO to another employee must submit a completed Employee Donation of PTO Form (provided by the School) to the Administrator identifying the recipient, the number of PTO days donated, the date of donation, and an acknowledgment of the employee's remaining days after the donation. Both the Administrator and employee will sign the Employee Donation of PTO Form. Requests that do not meet the conditions of this policy will be denied.
7. The Administrator will coordinate with the School's management company to assure proper documentation of these transactions. The Administrator will notify the donor and the recipient after the transaction has occurred.

**Deleted:** 8. → This policy does not apply to any paid FMLA leave provided by the School to an employee. An employee may not donate his or her paid FMLA leave to another employee.¶

## **Paid Parental and Postpartum Recovery Leave**

In accordance with Utah Code § 53G-11-209, the School offers qualified employees paid parental and postpartum recovery leave to enable employees to care for and bond with their new child and to recover from childbirth. This policy is effective July 1, 2025.

### **Definitions**

For purposes of this policy:

“Parental leave” means leave hours the School provides to a parental leave eligible employee.

“Parental leave eligible employee” means a School employee who receives regular paid personal time off (PTO) benefits from the School and is:

- (a) a birth parent as defined in Utah Code § 78B-6-103;
- (b) legally adopting a minor child, unless the individual is the spouse of the pre-existing parent;
- (c) the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement;
- (d) appointed the legal guardian of a minor child or incapacitated adult; or
- (e) a foster parent of a minor child.

“Postpartum recovery leave” means leave hours the School provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.

“Postpartum recovery leave eligible employee” means an employee:

- (a) who receives regular paid personal time off (PTO) benefits from the School; and
- (b) who gives birth to a child.

“Qualified employee” means:

- (a) a parental leave eligible employee; or
- (b) a postpartum recovery leave eligible employee.

“Retaliatory action” means to do any of the following regarding an employee:

- (a) dismiss the employee;
- (b) reduce the employee’s compensation;
- (c) fail to increase the employee’s compensation by an amount to which the employee is otherwise entitled to or was promised;
- (d) fail to promote the employee if the employee would have otherwise been promoted; or
- (e) threaten to take an action described immediately above.

### **Paid Parental Leave**

The School allows a parental leave eligible employee to use up to 20 contracted workdays of paid parental leave for:

- (a) the birth of the parental leave eligible employee’s child;
- (b) the adoption of a child;
- (c) the appointment of legal guardianship of a child or incapacitated adult; or

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(d) the placement of a foster child in the parental leave eligible employee's care.

Parental leave as described above:

- (a) may not be used before the day on which:
  - (1) the parental leave eligible employee's child is born;
  - (2) the parental leave eligible employee adopts a child;
  - (3) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult; or
  - (4) a foster child is placed in the parental leave eligible employee's care;
- (b) may not be used more than six months after the date described immediately above;
- (c) may be used intermittently;
- (d) runs concurrently with FMLA leave, if applicable to the parental leave eligible employee; and
- (e) runs consecutively to postpartum recovery leave, if applicable to the parental leave eligible employee.

A parental leave eligible employee's paid parental leave does not increase if the parental leave eligible employee:

- (a) has more than one child born from the same pregnancy;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

A parental leave eligible employee may not use more than 20 contracted workdays of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

- (a) becomes the parent of more than one child;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

### **Paid Postpartum Recovery Leave**

The School allows a postpartum recovery leave eligible employee to use up to four calendar weeks of paid postpartum recovery leave for recovery from childbirth that occurs at 20 weeks or greater gestation.

Postpartum recovery leave as described above:

- (a) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- (b) shall be used in a single continuous period, unless otherwise authorized in writing by the Chief Executive Officer(s);
- (c) runs concurrently with FMLA leave, if applicable to the postpartum recovery leave eligible employee; and
- (d) runs consecutively to parental leave.

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A postpartum recovery leave eligible employee's paid postpartum recovery leave does not increase if the postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

**Leave Period**

The maximum amount of paid postpartum recovery leave available to qualified employees under this policy is four calendar weeks. Any non-contracted workdays (such as holidays, days during summer break, etc.) that occur during a qualified employee's paid postpartum recovery leave count toward the four-calendar week leave period.

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The maximum amount of paid parental leave available to qualified employees under this policy is 20 contracted workdays. Any non-contracted workdays (such as holidays, days during summer break, etc.) that occur during a qualified employee's paid parental leave do not count toward the 20-contracted workday leave period.

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**Notice of Plan to Take Leave**

Qualified employees shall give their Campus Principal or the School's Chief Executive Officer(s) notice at least 30 days before the day on which the qualified employee plans to:

- (a) begin using parental leave or postpartum recovery leave; and
- (b) stop using postpartum recovery leave.

If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described above, the qualified employee shall give the School each notice described above as soon as reasonably practicable.

All such notices shall be reviewed by the employee's Campus Principal and Chief Executive Officer(s). If the employee providing notice does not meet the definition of a qualified employee under this policy (and is therefore not entitled to paid parental or postpartum recovery leave), the Campus Principal or Chief Executive Officer(s) shall inform the employee. Employees may be required to provide documentation supporting the need for parental or postpartum recovery leave.

**Other Leave**

Except with respect to FMLA leave, the School may not charge parental leave or postpartum recovery leave against a qualified employee's regular paid personal time off (PTO) or any other leave a qualified employee is entitled to under the School's leave policies.

**Employee Benefits During Leave**

During the time a qualified employee uses parental leave or postpartum recovery leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum recovery leave, provided that the qualified employee pays any required employee contributions.

Deleted: If a qualified employee is eligible to receive paid parental leave and/or postpartum recovery leave under this policy and simultaneously is eligible to receive paid FMLA leave from the School, the total amount of the paid leave received by the employee shall not exceed the employee's regular salary.

### **Employee Position after Leave**

Following the expiration of a qualified employee's parental leave or postpartum recovery leave, the School shall ensure that the qualified employee may return to:

- (a) the position that the qualified employee held before using parental leave or postpartum recovery leave; or
- (b) a position within the School that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using parental leave or postpartum recovery leave.

Despite the foregoing, if during the time a qualified employee uses parental leave or postpartum recovery leave the School experiences a reduction in force and, as part of the reduction in force, the qualified employee's employment would have been terminated had the qualified employee not been using the parental leave or postpartum recovery leave, the School may terminate the qualified employee's employment in accordance with any applicable process or procedure as if the qualified employee were not using the parental leave or postpartum recovery leave. In addition, upon termination of a qualified employee's employment (for any reason), the employee is not entitled to be paid for any unused parental leave or postpartum recovery leave.

### **Retaliatory Action**

The School may not interfere with or otherwise restrain a qualified employee from using parental leave or postpartum recovery leave in accordance with this policy. In addition, the School may not take retaliatory action against a qualified employee for using parental leave or postpartum recovery leave in accordance with Utah Code § 53G-11-209.

### **Part-Time Qualified Employees**

In the event a qualified employee of the School is also a part-time employee, the employee shall be allowed to use the amount of parental leave or postpartum recovery leave available to the qualified employee under this policy on a pro rata basis.