

MATERNITY/ADOPTIVE/CHILD CARE LEAVE

Paid Leave

Maternity Disability Leave

Personnel intending to utilize the provisions of this leave will provide the personnel office with a physician's statement indicating the commencement of the disability.

If the disability is going to extend beyond six weeks after the birth of the child, the employee will provide the district with a physician's statement to that effect prior to the expiration of the six-week period.

The district may request periodic updates.

Employees returning from maternity disability leave will provide the personnel office with a physician's statement verifying that they are physically able to return to duty.

An employee who is no longer disabled, as certified by her doctor, and who has been on maternity disability leave for at least six weeks after the birth of the child, must either:

1. Return to duty;
2. Request a child care leave;
3. Request an extended personal leave; or
4. Submit a letter of resignation.

Unpaid Leave

Child Care Leave

A written request for leave shall be submitted as far in advance as reasonably possible, and in no event less than one month before the leave is to commence, unless such time is shortened by the Superintendent to accommodate an unforeseeable emergency.

An employee returning from a child care leave shall notify the personnel office at least one month prior to the expiration of the leave.

MATERNITY/ADOPTIVE/CHILD CARE LEAVE (continued)

If a request for leave is denied, the Superintendent will have a conference with the applicant to discuss the reasons for the denial. Reasons for denial may be, but are not limited to, the following:

1. Inability to find an adequate replacement;
2. Undue disruption of the operation of the district; and
3. Possibility of reduction of positions in the classification in the near future.