

MATERNITY LEAVE

Purpose:

The purpose of this guideline is to provide the employer with information in a timely manner that directly relates to a member being an expectant mother.

Scope:

The scope of this guideline is to take a precautionary measure that ensures the safety of other members while performing their duties as well as protecting the expectant mother from harm and her fetus.

Notice to Employer:

The expectant mother, being a member of the district, must furnish the Executive Staff with a physician statement giving the anticipated date of delivery as soon as the pregnancy is discovered.

Written Authorization:

- A. The Executive Staff and Board of Trustees shall require written authorization from the members attending physician regarding the continuance of work during pregnancy.
- B. A copy of the current position description and a letter will be sent to the physician requesting a medical opinion.
- C. These statements will be filed in the members personnel file and kept confidential.
- D. This information must be received in a timely manner.

Leave:

- A. The member must notify the Executive Staff at least two weeks in advance prior to departure of maternity leave.
- B. In some instances, a leave of absence for maternity or medical complications will be granted prior to pregnancy termination.
- C. A letter from the attending physician should indicate such problems and the request for appropriate leave of absence.
- D. A maximum of six months leave without pay may be granted to a full and part time employee.
- E. A maximum of six months leave may be granted to a volunteer.

Return to Duty:

- A. The full-time employee may return to work anytime within the six months excluding sick leave, vacation time and any other time due them.
- B. The volunteer may return to work anytime within the six months.
- C. At ten days time prior to the end of the six months leave of absence, the secretary of the Board of Trustees shall send by Registered Mail (USPS), a letter informing the member of the action that will be taken if the member should fail to return to work.

Use of Benefits:

The full-time employee must use all their accrued sick time prior to the beginning of the short-term disability policy effectiveness, which is 13 weeks of paid leave.