

## ARTICLE 24 - MATERNITY/CHILD CARE LEAVE

### SECTION 1. Maternity Leave/Recovery

- A. Accrued sick days may be used for maternity leave, which refers only to the type of leave taken by female employees to cover the period of their own actual physical inability to work as a result of pregnancy, childbirth, abortion, miscarriage, or related medical conditions, or recovery therefrom. It does not include leave taken or requested for personal reasons related to maternity, e.g., preparing for the birth of a child or caring for an infant when there is no accompanying disability.
- B. Once an expected date of confinement has been established, no further medical statement is required for sick leave if maternity disability (use of accrued sick days) occurs within three (3) weeks prior to the expected date of delivery or within six (6) weeks after the actual birth of the child. Any extended sick leave for maternity outside these nine (9) weeks must be supported by a physician's statement. If accrued sick leave is not sufficient, or if an employee elects not to use accrued sick leave for maternity, unpaid personal leave may be used.

Short term illness related to maternity is treated the same as any other day-to-day illness.

### SECTION 2. Child Care Leave/Unpaid

- A. A regular employee may request and shall be entitled to a leave of absence without pay for child care (normally after recovery) or when adopting a child under six (6) years of age. In the case of adoption or foster care, leave would begin upon receipt of custody. Leave may be granted for the remainder of the employee's term of appointment and may be extended for one additional year provided that the total time away from the job is not more than eighteen (18) months. Granting of a leave that extends to the end of the employee's work year does not denote rehire for the ensuing school year.
- B. It is the responsibility of the employee to keep the principal/department director informed so that appropriate administrative arrangements can be made prior to return to duty. Upon return from extended leave, an employee may be returned to the same or similar position.