

CLASSIFIED MATERNITY LEAVE POLICY

Maternity leave for a regular classified employee will be granted upon written request to the Superintendent, or his designee, without pay for a period of six (6) weeks (thirty working days) without loss of position. Upon request, and with a doctor's certification, additional time may be granted, but total absence will not exceed forty-five (45) working days.

Another option available to classified employees is to use regular sick leave for maternity. An employee using more than fifteen (15) days sick leave would have to present a doctor's statement stating the necessity of being off the job additional days.

Maternity leave without pay will be granted for the period of one (1) school year upon written request to the Superintendent, or his designee. The employee in this case will return to the first comparable available position from which she left. One hundred thirty-five (135) working days of service must be completed during the school year in which the leave commences for an employee to qualify for the next step on the salary schedule.

Employees who do not come back to work in the agreed upon time shall lose their place on the salary schedule and will be treated as a new employee.

Date: 2/84