

MATERNITY AND ADOPTIVE LEAVE

MATERNITY LEAVE

The Central Community School Board shall grant to regular employees **Maternity Leave** ~~(leave without pay)~~ for maternity purposes ~~over for~~ a reasonable period of time before and after ~~childbirth~~ the birth of a child. *Reasonable period of time* shall mean that period during which the female employee is disabled on account of pregnancy, childbirth, or related medical conditions. Regular employees, for purposes of this policy, shall mean teachers serving under contract (not to include substitute teachers or teachers replacing others on leave) and other female employees who are employed by the School Board on a regular basis. Such leave shall be granted upon proper application to the School Board for maternity leave.

The expectant employee shall be given the option of choosing maternity leave or using current and accumulated sick leave for the period of medical disability occasioned by pregnancy and childbirth. The period of disability for which sick leave may be used shall be determined by the employee's physician, in conjunction with the employee and appropriate school personnel, and submitted to the School Board in writing. Use of current and/or accumulated sick leave for maternity leave purposes shall be in accordance with all School Board policies, and administrative regulations and procedures affecting sick leave.

Each teacher granted maternity leave in accordance with state law who has no remaining sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment in accordance with policy GBRIB, Sick Leave.

Maternity leave of absence (leave without pay) ~~may be granted to regularly employed women for a reasonable time before and after childbirth~~ for a maximum of one year. Maternity leave without pay shall not affect tenure, teaching or working experience acquired prior to the leave. Maternity leave granted only for the period of disability occasioned by pregnancy and/or childbirth shall not interrupt the consecutive service for sabbatical leave purposes. Once maternity leave extends beyond the period of disability, however, such period of leave shall be considered an interruption of the accrual of consecutive semesters for sabbatical leave eligibility.

USE OF EXTENDED SICK LEAVE FOR MATERNITY PURPOSES

~~Each teacher granted leave in accordance with state law who has no remaining sick leave or extended sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment for personal illness related to the purpose for which maternity leave was granted. An eligible teacher may take additional periods of thirty (30) days extended sick leave during each six-year period for separate pregnancies, provided the teacher has unused extended sick leave days~~

available.

Application

A pregnant employee may remain on the job as long as she is performing her duties competently as determined by her immediate supervisor. The employee shall fill out a *Maternity Leave Request* form, giving as much advance notice as possible, but in no case less than thirty (30) days prior to the beginning date of leave, except in emergency situations. The form must be accompanied by a statement from a physician verifying the stage of pregnancy and expected dates of disability due to pregnancy. Such certificate shall follow the same standards as for submission of certificates for sick leave as found under *Certification of Absence* in policy *GBRIB, Sick Leave*. Failure to comply with the notice and other requirements of this policy may be considered willful neglect of duty and may result in disciplinary action up to and including termination.

Return to Work

Prior to returning to work, the employee must provide a physician's statement to the Personnel Department at least fifteen (15) days prior to the anticipated date of return. The Personnel Department shall provide the employee with a *Return to Work* form which shall be presented to the employee's immediate supervisor prior to being allowed to return to work. The immediate supervisor shall be responsible for making sure that the appropriate form has been processed prior to the employee being allowed to return.

ADOPTIVE LEAVE

The School Board shall grant leaves of absence not to exceed thirty (30) days to regular employed teachers after the legal adoption of a child. If multiple children are adopted on the same date, the event shall be considered a single qualifying event. The granting of such leave shall not affect any of the tenure rights with the teacher may have acquired under state law.

Each teacher granted adoptive leave in accordance with state law who has no remaining sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment for personal illness related to illness of an infant, or for required medical visits certified by a physician as relating to infant health.

Adoptive leave shall not interrupt the consecutive service for sabbatical leave purposes.

Revised: December, 2018

Ref: 42 USC 2000e et seq. (*Equal Employment Opportunities*); La. Rev. Stat. Ann. '17:1171, 17:1202, 17:1211, [23:334](#), [23:341](#), [23:342](#), ~~23:1007~~.