

## MATERNITY/PATERNITY LEAVE

A Certified Staff member will be entitled to use up to twelve (12) weeks of maternity/paternity leave following the birth or adoption of a child, the leave shall run concurrently with the teacher's FMLA leave. The Certified Staff member will be eligible to use up to twelve (12) weeks of accumulated sick leave during this leave following the birth or adoption of a child. If sick leave is not available for all or part of the leave, the leave or portion of the leave not covered by sick leave will be unpaid. A Certified Staff member may use additional accumulated sick leave, if it is medically necessary with appropriate documentation.

Requests for maternity/paternity leaves shall be made in writing and directed to the appropriate building principal not less than three (3) months prior to the anticipated start of the leave. There will be no discrimination between male and female Certified Staff in the administration of this section.

## FAMILY AND MEDICAL LEAVE

The District will apply and run concurrently FMLA leave with the appropriate paid leave until exhausted and unpaid leave thereafter. Accrued personal and sick leave days will be utilized concurrently with FMLA leave to the extent they are available during leave granted under this section, including leaves for the purpose of child care, adoption or foster care or for a serious health condition of the Certified Staff member or the Certified Staff member's child, spouse, or parent. The maximum amount of FMLA leave, paid and unpaid combined, in any fiscal year shall be twelve (12) weeks. For purposes of this section, a "fiscal" 12-month period (July 1 to June 30), shall be used to determine eligibility.

### PROCEDURE:

Requests for maternity/paternity leaves shall be made in writing and directed to the appropriate building principal not less than three (3) months prior to the anticipated start of the leave. The request should include the expected anticipated dates of the absence and the expected return date. In addition, the request should clearly state, maternity or paternity leave is being requested.

If the certified staff member is eligible for leave under the Family Medical Leave Act, the appropriate paperwork must also be completed, with doctor's certification, and sent to the Human Resources department.

Once all the paperwork is complete, the request will be submitted to the Superintendent and the Board of Education for approval at the next regular board meeting. Once approved, the certified staff person will receive a letter informing them of the approval and any next steps that should be taken.

It is the responsibility of the certified staff member to inform the Human Resources department about changes in medical condition, including doctor releases or leave extensions.

After the leave has expired, a doctor's note is required so that the staff member can return to work. The note must be submitted to the Human Resources department upon the certified staff member's return. At that time, the staff member will receive an Authorization to Return to Work.