

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: MATERNITY LEAVE

ADOPTED: May 17, 2007

REVISED:

EASTON AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">335.1. MATERNITY LEAVE</p> <p>A leave of absence without pay shall be granted for maternity purposes to employees of the district in accordance with this policy.</p> <p><u>Notification</u></p> <p>As soon as the employee determines that she is pregnant, and the length of time needed for leave will extend beyond the number of sick days accumulated, the office of the Superintendent must be notified in writing by the employee, with a copy forwarded to his/her immediate supervisor or the building principal. A statement from the attending physician estimating the commencement date of pregnancy and an evaluation of the employee's physical ability to continue performing those duties and responsibilities of the position shall be attached to the notification.</p> <p><u>Commencement</u></p> <p>The employee must notify the Superintendent's office in writing no later than two (2) months prior to the estimated due date, as listed on the attending physician's statement originally submitted at the time of the employee's notification of intended leave of absence. A written statement from the attending physician attesting to the employee's ability to continue performing the full schedule of duties and responsibilities must be attached. The employee must also give written indication of his/her intent to return to employment upon the expiration of the leave. Until the commencement date of the leave, the employee shall be permitted to continue on active duty provided those duties and responsibilities connected to the position are fully performed, and that performance has not substantially declined from that performance demonstrated by the employee prior to pregnancy, and further providing that additional statements from the physician shall be furnished upon request of the district.</p> <p><u>Duration</u></p> <p>Maternity leave shall be for a reasonable period of time.</p>
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Return From Leave

An employee may return to active employment prior to the intended termination date of such leave provided that:

1. A request for reinstatement has been received in the Superintendent's office two (2) months before his/her return to service.
2. A staff opening exists for which the employee's qualifications and certification standards are met.
3. A statement from the attending physician attesting to the employee's ability to resume the full performance of duties and responsibilities is submitted.

Any employee wishing to return to the same or similar position held prior to the commencement of maternity leave may return to active status at the beginning date of any succeeding semester after the request for reinstatement is received, provided that:

1. A request for reinstatement has been received in the Superintendent's office two (2) months prior to the beginning date of any succeeding semester.
2. A statement from the attending physician attesting to the employee's ability to resume the full performance of duties and responsibilities is submitted.

Miscellaneous Conditions

The district reserves the right to designate a physician of its own choosing in the event that any medical evidence supplied by the employee's attending physician is not satisfactory. The cost will be borne by the district.

During maternity leave, administrative employees under contract shall continue to accrue seniority. Service time for determining salary increments shall not accrue for any employee nor will district-paid fringe benefits be continued. Upon return to service, district-paid fringe benefits will be reinstated with coverage commencing no later than two (2) months subsequent to the completion and return to the payroll office of all necessary census data required for reinstatement, and provided eligibility for reinstatement of the employee is in accordance with those contractual provisions existing between the district and insurance carrier.

3. Delegation of Responsibility

Any employee failing to notify the Superintendent's office and cooperate with the district in securing doctor reports and examinations within the guidelines of this policy may be declared illegally absent from duty resulting in loss of pay, seniority rights, service time, and separation of employee from district service.