

CHAPTER 6.00 – HUMAN RESOURCES

MATERNITY LEAVE

6.70.10

- I. Maternity leave will be granted without pay in accordance with the laws of the state of Alabama. Maternity leave may begin on the date the employee and her doctor agree it should, provided the Superintendent is given written notice of her intent thirty (30) days prior to the date the leave will begin.
- II. An adoptive parent may be granted leave without pay for a period not to exceed one (1) year from the time of adoption. Should the leave begin during a school year, the maximum of a one (1) year period shall be considered to commence at the beginning of the new semester.
- III. If a vacancy exists, the employee may return at her request upon ten (10) days written notice of the intent. If no vacancy exists, she may return at the beginning of the next school year without loss of any rights or privileges. A non-tenured employee may expect the same privileges as a tenured employee, except re-employment for the next school term will be treated the same as all other non-tenured employees. If sick leave is taken by the teacher for the purpose of childbirth, the Superintendent must be notified in writing by her doctor that the teacher is unable to teach until after the birth of her child. Advance notification is not asked for, since a teacher may be able to work very late in her pregnancy. Since the sick leave laws are intended for specific purposes, the employee will be expected to return to work by the date that she is considered well and able. The employee will notify the Superintendent two (2) weeks prior to her expected date of return if she will not be able to return to work within a reasonable time. A physician must explain in writing to the Superintendent the nature of the condition that prevents her from returning to work.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-11-9, 16-12-3, 16-24-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: GALBE**