

Related Policies:

Leaves and Absences, 03.123/03.223

Sick Leave, 03.1232/03.2232

Sick Leave Bank, 03.12321/03.22321

Family and Medical Leave, 03.12322/03.22322

Maternity Leave, 03.1233/ 03.2233

Sick Leave Donations, AP 03.1232/03.2232

Sick Leave Bank Procedures, AP 03.12321/
AP 03.22321

Family and Medical Leave Compliance, AP 03.12322/
AP 03.22322

All policies and regulations for the HARDIN COUNTY BOARD OF EDUCATION are on-line at www.hardin.kyschools.us. From the home page, select "HCS Policies and Regulations". Click on the down arrow and select Section three (3), Personnel.

Documents may be faxed to the

Human Resources Office at:

270-769-8950

Contact Information:

For General Questions:

- Office of Certified Personnel 270-769-8801

- Office of Classified Personnel 270-769-8967

For questions regarding Sick Leave Accruals:

- Time and Attendance 270-769-8887 or 270-769-8830

For questions regarding pay:

- Compensation Specialist 270-769-8887

For information regarding a Substitute:

- Substitute Supervisor 270-769-8958

To add dependent to Health Insurance coverage:

- Benefits Specialist 270-769-8813

To contact the Kentucky Teachers' Retirement System:
1-800-618-1687
(KTRS)

To contact the County Employees' Retirement System:
1-800-928-4646
(CERS)

HARDIN COUNTY SCHOOLS
65 W. A. JENKINS ROAD
ELIZABETHTOWN, KY 42701-8452
270-769-8800

Maternity/Adoption Leave

Policy and Procedure

(R 1/17)



Hardin County Schools

www.hardin.k12.ky.us

Maternity/Adoption Leave of Absence Guidelines

Congratulations on the expected birth or adoption of your child. To reduce your stress during this time please take a moment to read the information included in this brochure.

The first step in planning your leave is to complete the Short Term Leave of Absence Request Form. The form should be completed two (2) months prior to your expected leave and is available on the Hardin County Schools web site¹. Completion of the form will insure a substitute placement during your absence and, if you are qualified for FMLA² benefits, for the FMLA information to reach you in a timely manner.

You need to know:

- Only 30 days of accumulated sick leave may be used within the first six (6) weeks following the birth or adoption of a child or children.³
- An additional two (2) weeks of sick leave may be used if a Caesarean section is performed and verified by a physician's statement.
- You may not return to work without a medical release statement from your physician stating the date you may return to work. (Not applicable for adoptions.)
- You may not work in any capacity while on an approved leave of absence.
- You must contact the Benefits Specialist within thirty (30) days of the date of the child's birth or adoption to add dependent to health insurance coverage.
- **If you are on leave without pay for more than five (5) days**, your retirement will be affected. Contact KTRS⁴ (certified) or CERS⁵ (classified) to obtain information regarding your buy-back options.

¹ [www.hardin.kyschools.us/Departments/HumanResources/Forms/Leave of Absence](http://www.hardin.kyschools.us/Departments/HumanResources/Forms/LeaveofAbsence)

² Family and Medical Leave Act of 1993

³ HCS Policy 03.1233

⁴ Kentucky Teachers Retirement System

⁵ County Employees Retirement System

⁶ HCS Policy 03.1232

⁷ [www.hardin.12.ky.us/Departments/HumanResources/Forms/Sick Leave Bank Usage Application](http://www.hardin.12.ky.us/Departments/HumanResources/Forms/SickLeaveBankUsageApplication)

⁸ AP 03.2232

Frequently Asked Questions:

- Q. Why do I need to submit a physician's statement with my leave request?
- A. A physician's statement is required if an employee is out for six (6) or more consecutive days.⁶ The physician's statement should include the date of expected confinement.
- Q. I have been placed on bed rest and my due date is three weeks out. What do I do?
- A. Submit a physician's statement to the personnel office noting the date of confinement.
- Q. Do I have to take leave without pay?
- A. Yes, if you do not have enough accumulated sick leave to cover the length of time you will be on leave. Remember: You may only use thirty (30) days of accumulated sick leave within the first six (6) weeks following the birth/adoption of a child or children. The six (6) weeks are calendar weeks, not work days.
- Q. I am a member of the sick leave bank. May I apply to the sick leave bank if I have no accumulated sick leave or personal leave to use?
- A. Yes. The Sick Leave Bank Usage Application may be printed from the HCS web site,⁷ and returned to the HR office. (Note: The sick leave bank usage committee meets once a month. You will notified in writing the number of days granted by the committee.)
- Q. May I request donated days?
- A. Yes. Donated days may only be requested when an employee has missed ten (10) consecutive days without pay and when the request is accompanied by a physician's statement.⁸ **NOTE:** If you are a member of the sick leave bank, you are required to apply for additional days through the sick leave bank before requesting donated sick leave.
- Q. What if I have complications?
- A. If you experience complications, or if the baby has complications, and you need to extend your leave contact the HR office. You may extend your leave beyond six (6) weeks with a physician's statement.