

REQUIREMENTS AND APPLICATION FOR MATERNITY LEAVE / ADOPTION

I. ELIGIBILITY:

The Calcasieu Parish School Board shall grant leaves of absence to regular employees for a reasonable time before and after the birth of a child. Reasonable period of time means 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.

II. REQUIREMENTS:

An applicant for maternity leave must select one (1) of four (4) plans denoted below in order to receive maximum maternity leave benefits, and each applicant is encouraged to confer with an appropriate supervisor in order to ensure the selection of the best plan of benefits. Options for taking maternity leave are as follows:

III. PREFERENCE PLANS, PHYSICIAN'S STATEMENTS and ADOPTIVE LEAVE

1. **Plan A** - The employee shall be absent and have enough accrued sick leave to cover the entire leave period.
2. **Plan B** - The employee shall be absent and will exhaust all accrued sick leave and will use the extended sick leave provision in accordance with policy GBRIB, Sick Leave.
3. **Plan C** - The employee shall be absent and will exhaust all accrued sick leave and all extended sick leave and will be docked the daily rate of pay for all absences not covered by sick leave.
4. **Plan D** - The employee shall be on leave without pay only.

Disability due to pregnancy shall be treated as any other personal illness; therefore, a physician's statement shall be needed to administer the leave effectively and to provide the employee with maximum benefits.

Physician statements shall be submitted as follows:

1. **Physician Excuse** – This is due after six consecutive absences and should verify the beginning of the leave. This shall allow for continuation of paychecks. The Extended Leave Physician's Statement form shall be used if the extended sick leave is being used for any part of the absence. Physicians' excuses are valid for a maximum of six (6) weeks.
2. **Release to Return to Work** – This is due on or about six (6) - eight (8) weeks after the birth of the child and should verify the date the physician releases the employee due to the pregnancy or adoption. An employee must have a release to return to work.

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.

RETURN THIS FORM TO THE PERSONNEL DEPARTMENT

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MATERNITY LEAVE / ADOPTION**

PLEASE PRINT

Name of Applicant: _____

Applicant's Address: _____

City	State	ZIP
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Applicant's Social Security # or Employee ID #: _____

Applicant's Home Phone #: _____

Applicant's Cell Phone #: _____

Name of Applicant's School/Department: _____

Applicant's Assignment: _____

Date Form was Completed: _____

Expected Date of _____ **Delivery** _____ **Adoption**

Expected Beginning Date of Leave: _____

Expected Date of Return: _____

DO NOT LEAVE THIS BLANK. GIVE AN EXPECTED DATE OF RETURN.

Preference Plan Selected – A, B, C or D: _____

Name of Physician: _____

Signature of Employee: _____

Employees who are expecting a child are encouraged to notify their principal or department head and a supervisor of personnel as soon as possible to ensure the appropriate administration of the leave.

RETURN TO THE PERSONNEL DEPARTMENT