OUACHITA PARISH SCHOOLS
Building Bridges to the Future

Maternity Leave Procedures

1. Notify the Personnel Department to request a meeting with the Personnel Director no less than 6 weeks prior to the beginning date of leave (due date), except in emergencies.
2. At this meeting, the employee and the Personnel Director will go over available leave and needs forms for the leave.
3. Standard recovery time is expected to be 6 weeks from the date of birth for a normal delivery and 7 weeks for a Caesarian delivery.
4. Before the date of the projected return to work, notify the principal to confirm the date of return to work.
5. Before or upon return to work, the employee will need to submit a healthcare provider work release.
6. Employee must return to work when released by their healthcare provider.
7. Each teacher granted maternity leave in accordance with state law who has no remaining sick leave days available may also be granted up to (90) ninety days of extended sick leave in each six-year period of employment for personal illness related to the purpose for which the maternity leave was granted. Extended leave forms completed by the treating physician is required. While on extended sick leave, employees earn 65% of their salary.
8. Please refer to *OPSB Policy GBRIC* – Maternity and Adoptive Leave for additional information.
9. Please contact the Payroll Department with questions related to any deductions in pay related to extended sick leave.
10. Please contact the Insurance Department for questions related to health insurance and short-term disability insurance.