

ST. MARY PARISH SCHOOL BOARD
P.O. BOX 170
CENTERVILLE, LA 70522

MATERNITY LEAVE: *The employee going on maternity leave must complete this application and send it to their principal or supervisor who will sign and forward it to the St. Mary Parish School Board Human Resources Office.*

The St. Mary Parish School Board will attempt to apply its maternity leave policy guide in a fair and impartial manner.

An employee must complete this application for maternity leave as soon as pregnancy has been ascertained. This application will allow the principal or supervisor to make plans of the employee's departure for maternity leave. The dates on this application for maternity leave will be considered **tentative** and subject to change later under provisions 1 and 2 below. Typical maternity leaves are 6-8 weeks depending on type of delivery (THIS INCLUDES HOLIDAY WEEKS). Any maternity leave extending beyond 6-8 weeks will be considered unpaid, unless otherwise specified.

1. An employee going on maternity leave must present to principal or supervisor and the Human Resource Director with a statement from the attending physician as to when in her pregnancy the employee must begin the maternity leave for reason of health. This statement must be submitted on or before the last day of teaching prior to maternity leave.
2. The employee on maternity leave must present to principal or supervisor and the Human Resource Director a statement from the attending physician as to the earliest date, after delivery of the baby, upon which the employee may return to work. This must be submitted as soon as the date of return has been determined by the employee's physician.

MATERNITY APPLICATION

Name of Employee _____

School or Location _____ Position _____

Date Baby is Expected (Tentative) _____

Do you wish to return to your position after the baby is born? _____

If "yes", state *when* (within limits determined by your physician) _____

REMINDER: If you intend to enroll the newborn on the school board insurance, you must contact ST. MARY PARISH INSURANCE DEPARTMENT within 30 days of the date of birth for the child to be enrolled.

Any leave granted to an employee under extended sick leave, medical sabbatical leave, or maternity leave shall also run concurrently with any FMLA leave available to an employee under this policy. If paid leave is used by an employee, the School Board shall provide only unpaid FMLA leave time to total the allowed twelve (12) week period.

Signature of Applicant _____ Date _____

Signature of Principal/Supervisor _____ Date _____

COC OFFICE USE ONLY:

Actual Date Maternity Leave Began: _____