OAK LAWN COMMUNITY HIGH SCHOOL DISTRICT 229

Childbirth & Adoption Leave Policy

CBA Article II, Section 6.B

Staff Leave Guidelines Reference

1. Childbirth / Adoption Leave Provisions

Article II 6.B.1.a. through i.

- **Application & Eligibility:** Granted upon written request stating due date and requested length of leave. Qualifies for the adoption of a child under age ten. Must apply no later than **five (5) months prior** to the expected due date or placement date.
- **Timing of Return:** Return from leave must coincide with the beginning of a school year or the beginning of the second semester.
- **Duration & Limits:** Leave shall consist of one full school semester or year plus any fraction of a semester in which it commences. Total leave shall not exceed **two (2) full school years** plus the fraction of the year in which the leave commenced.
- **Extension Process:** Leave may be extended an additional semester or year by Board approval upon written notice submitted by **February 15** during the school year in which the leave is in effect.
- **Insurance & Benefits:** Leave is without pay or benefits except that the District shall maintain coverage under the group health plan for **three (3) months** from the commencement date under the same conditions as active employment. Thereafter, the employee may continue participation by paying full premium costs.
- **Sick Leave Usage:** Up to **45 days** of paid sick leave may be taken without a doctor's note. A signed doctor's note is required for any additional time to qualify for paid sick leave status.
- > **Written Notice of Return: Mandatory written notice of intention to return must be submitted to the District by February 15 of the full term the teacher is on leave.**
- **Non-Certified Staff:** Non-certified employees with two (2) or more years of service shall be granted a maximum leave of up to **twelve (12) months**.

2. Family and Medical Leave Act (FMLA) Integration

Article II 6.B.1.j.

- **Entitlement:** Up to **twelve (12) work weeks** of parental leave for the birth or adoption of a child, taken within the 12-month period beginning on the date of birth or placement.
- **Advance Notice:** The employee shall provide at least **thirty (30) days advance written notice** when foreseeable.
- **Sick Leave Integration:** Any sick leave utilized due to pregnancy-related disability shall count toward the 12-week parental leave period. Up to 45 days of paid sick leave may be taken without a doctor's note (signed doctor's note required thereafter).
- **Benefit Protections:** Leave is unpaid with no accrual of additional benefits; however, employees retain all benefits accrued prior to leave and the District maintains group health plan coverage for the full duration of FMLA leave.

3. Impact on Seniority

Article II 6.B.

Unpaid days accrued during leave impact seniority deduction as follows:

Unpaid Days Accrued	Seniority Loss
On or after 45 days	Quarter (¼) Year
On or after 90 days	Half (½) Year
On or after 135 days	Three Quarters (¾) Year
On or after 181 days	Full (1) Year

4. Extra Responsibility Assignments

Article II 6.B.6.

If any portion of an approved leave occurs during the active season of an extra responsibility assignment:

- The position may be posted as a **one-season interim assignment**.
- With prior consent of the Principal and Athletic Director/Assistant Principal, an employee on leave may retain their assignment if deemed in the best interest of students.