

MATERNITY AND ADOPTIVE LEAVE

MATERNITY LEAVE

The Terrebonne Parish School Board shall grant to regularly contracted employees, with limited exception, leave without pay for maternity purposes for a reasonable period of 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. *Regularly contracted*, 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.

By the end of the fourth (4th) month of pregnancy, the employee shall complete and return to the Personnel Department a maternity leave form stating the anticipated date of delivery, the anticipated date leave shall be taken, and the anticipated date the employee will return to regular employment.

Employees may use sick leave for the period of medical disability occasioned by pregnancy, childbirth, or for the period of disability following delivery. Such medical disability must be verified by the employee's physician. Such certificate shall follow the same standards as for submission of certificates for sick leave as found under *Certification of Absence* in policy *F-11.4 Sick Leave*. Employees who use sick leave shall comply with all sick leave regulations.

The employee shall be eligible to return to the position she left when the employee submits written notice from her physician that the employee is physically fit to return to active employment. Such notice should be provided no later than twenty (20) calendar days following delivery.

If the employee's disability continues, as verified by the employee's physician, and the employee is eligible for extended sick leave, the employee will be granted such sick leave and shall be compensated accordingly.

After the disability ends as verified by the employee's physician, the employee may apply for FMLA (Family and Medical Leave Act) or leave without pay.

Time taken by a non-tenured teacher on maternity leave shall not be considered as time accrued toward gaining tenure. Maternity leave does not affect tenure that has already been gained. Such leave shall not be counted for salary purposes.

Maternity leave shall not interrupt consecutive service for sabbatical leave purposes.

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.

Adoptive leave shall not interrupt the consecutive service for sabbatical leave purposes.

Revised: January 2019

Ref: La. Rev. Stat. Ann. §§17:1171, 17:1186, 17:1201, 17:1211, 23:334, 23:341, 23:342; Board minutes, 6-29-71, 9-19-72, 12-19-78, 8-6-85, 5-23-90, 2-5-19.