

Maternity Leave for Personnel

Two types of maternity leave are available to female employees of the School System. The employee shall, at the time she applies for leave, select the maternity leave plan of her choice. She does not have the option of combining the best features of the two.

PLAN A

Under the provision of Plan A the employee works as long as she is able as determined by her physician. She is then placed on sick leave until after the birth of her child. On the first working day after her physician certifies that she became able to resume employment responsibilities, the employee is returned to duty at the job she was performing when she went on sick leave.

PLAN B

Under the provision of Plan B the employee works as long as she is able as determined by her physician or until she elects to go on maternity leave. She then applies in writing (completion of the Maternity Leave Request Form) to the Superintendent for maternity leave without pay. Maternity leave without pay may be granted for the remainder of the semester or year. Employees approved for leave which causes them to be absent during the second semester must notify the Superintendent in writing on or before May 15 that they intend to return to duty at the beginning of the next school year. Failure to notify the Superintendent in writing by the above date shall result in the initiation of dismissal proceedings against the employee.

APPLICATION PROCEDURE

An employee should apply for maternity leave by submitting a completed Maternity Leave Request Form to the Superintendent or designee through the principal/work site supervisor. The application must include the estimated date of delivery, the expected beginning and ending dates and the intent to use or not to use any accumulated sick leave or personal leave days as a part of the proposed leave.

The Superintendent or designee may require a doctor's statement to verify an employee's fitness to continue working or to return to work.

SOURCE: Alexander City Board of Education, Alexander City, AL

ADOPTED: March 19, 1974; REVISED: June 12, 1996