

Kingsport City Schools

Monitoring: Review: Annually, in February	Descriptor Term: Maternity Leave	Descriptor Code: 5.3051	Issued Date: 02/03/11
		Rescinds:	Issued:

1 Any female employee who is eligible for maternity leave may continue in active employment as late into
2 the pregnancy as she desires, if she is able to fulfill the requirements of her position. (Male employees who
3 request leave for the birth of a child or for the placement of a child because of adoption or foster care may
4 be eligible under the Family Medical Leave Act; see Policy 5.305.)
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6 Requests for maternity leave shall be made in writing to the Superintendent of Schools at least thirty (30)
7 days prior to the beginning of leave (except in case of emergency).
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9 Sick leave and vacation shall not accrue during any unpaid period of maternity leave.
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11 **Professional Personnel**

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13 All or a portion of accrued sick leave days may be used for maternity leave during the period of
14 an employee's physical disability only, as determined by a physician.
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16 **Classified Personnel**

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18 Accrued sick leave days must be taken for maternity leave during the period of an employee's physical
19 disability only, as determined by a physician, before unpaid leave begins. All accrued vacation leave days
20 shall be exhausted before unpaid leave begins.
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31 Legal Reference:
32 TCA 49-5-710 29 CFR 825.208
33 TCA 49-5-702
34 TCA 49-5-704
35 TCA 4-21-408
36 TRR/MS 0520-1-2-.04
37 Family and Medical Leave Act 1993

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31 Cross Reference:
32 Sick Leave 5.302
33 Personal and Professional Leave 5.303
34 Extended Leaves of Absence 5.304
35 Family and Medical Leave 5.305
36 Vacation and Holidays 5.310

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