

## **NON-PROFESSIONAL PERSONNEL MATERNITY LEAVE POLICY**

The maternity leave benefit for non-professional personnel in the Lafayette Parish School System shall be handled as any other medical condition governed under Policy File: GCRG. Each expectant non-professional employee shall have the option of choosing maternity leave without pay or using current and accumulated sick leave for the period of medical disability occasioned by pregnancy, child birth, or its aftermath. The School Board requires the completion of its Request for Medical Leave form, regardless of option chosen, by the employee's physician as to the exact period of time of medically determined disability because of the pregnancy, child birth, or aftermath. Furthermore, in this as in any other sick leave situation, the School Board reserves the right to have the employee examined by a physician of its own choosing and at its cost whenever it deems appropriate. If there are any questions concerning the options, the employee should immediately contact the Human Resources Division.

Maternity leave shall count toward retirement as long as the requirements of the retirement system are met, and provided the employee on leave without pay pays both the employee's and employer's share of the cost.

Years of teaching, prior to the maternity leave, will be counted among those years required for tenure.

No employee under this option shall lose continuity in service.

An employee is expected to notify the Human Resources Division at least fifteen (15) days prior to returning to work.

Adopted prior to 1975

Revised: 1976

Revised: 02/07/79

Revised: 11/03/82

Revised: 09/15/99

Revised: 07/18/07

Legal Ref.: L.R.S. 17:1211

Lafayette Parish Public Schools, Louisiana