

# Maternity Leave Request Form

## Overview:

Paid maternity leave is accomplished through the staff member's attending doctor who will determine when the staff member is healthy enough to return to work. In the past, it has been common for doctors to recommend six weeks of leave in cases of good health of the mother and baby. The staff member's accrued sick days will be used during the doctor-appointed maternity leave. Dock time will be given when the accrued sick days are exhausted.

There is no paid sick leave beyond the period of time the doctor says the staff member is unable to work. For example, a staff member cannot use paid sick leave for eight weeks when the doctor says the staff member is healthy enough to return to work after seven weeks. This has been a point of confusion for many staff members in the past. So, if a baby is born in the middle of June and both the mother and baby are healthy, it is unlikely that the doctor will acknowledge that the staff member is unable to return to work in the 3<sup>rd</sup> week of August. As a result, all requested leave days in August (and thereafter) will be unpaid leave.

The Family Medical Leave Act (FMLA) allows staff members to use up to twelve weeks of unpaid leave for the birth and first-year care of a son or daughter (see attached policy). The twelve weeks of unpaid FMLA leave include the doctor-appointed leave time period.

Leaves of absence for not more than one year may be granted without pay to tenured teachers who desire to return to employment in a similar capacity at a time mutually agreed upon. The process and rules for this can be found in Article 5-E of the Labor Agreement.

Staff members must submit a doctor's release note upon returning to work

Name of Staff Member: \_\_\_\_\_

Anticipated Birth Date: \_\_\_\_\_

## Check all that apply:

I want to use my accrued sick leave for the doctor-appointed time of recuperation, and I do not plan to use additional unpaid leave beyond the doctor-appointed time period.

I want to use FMLA unpaid leave for a period beyond my doctor appointed recuperation time. I understand the twelve weeks of FMLA leave include the doctor-appointed recuperation time.

*Approx. number of anticipated leave days (sick time and unpaid time included)* \_\_\_\_\_

As a tenured teacher, I want to request a leave of absence beyond the 12 weeks of FMLA leave. I have attached a written request that is in compliance with the MCEA labor agreement.

*Approx. number of anticipated leave days (sick time and unpaid time included)* \_\_\_\_\_

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Signature

Date