

Request for Maternity Leave Procedure

1. Employee sends letter to Superintendent indicating approximate date(s) of leave accompanied by a note from attending physician. At least two months notice is appreciated.
2. Superintendent sends return letter to employee acknowledging approval of requested leave with approximate date(s) stating that Maternity Leave is 6 weeks for regular birth and 8 weeks for Caesarian which will be paid leave if the employee has enough sick time available at the time of the birth.*
3. Employee or their designee notifies their Principal immediately upon employee going into hospital for delivery so that Principal can arrange for a substitute teacher for the 6 or 8 weeks to be entered into Subfinder. The school will contact the Subfinder Administrator to ensure correct procedures are used to log the maternity leave in the Subfinder system.
4. Principal arranges for a substitute and immediately notifies Superintendent's office of actual delivery date. *
5. Absentee Forms are to be submitted to the payroll department weekly by the school for the duration of the 6 to 8 maternity leave period.
6. Superintendent sends letter to employee outlining available sick time (upon advice from payroll dept) and available unpaid time via enclosed FMLA Request Form. Also enclosed is TRB form 53X Current LOA Form which is for the teacher to purchase retirement credit for the unpaid leave if they choose to do so.*
7. Employee returns FMLA Request Form requesting actual leave dates and TRB form 53X.*
8. Superintendent approves FMLA leave and notifies employee via FMLA Approval Form.*
9. If FMLA unpaid leave is requested and approved (i.e., leave beyond the 6 to 8 week maternity leave), Superintendent's office posts internally and advertises for a long term substitute. The principal will interview and select the long term substitute and send the paperwork to the Superintendent.
10. Employee verifies return to work date with their Principal 2 work days prior to return.*
11. Principal verifies with/notifies Superintendent's office of actual date of return.*

Key - 1 to 30 days substitute – Use Day to Day substitute
31 days or more – Use long-term substitute which must be posted and advertised in newspaper before hiring. Appropriate CT certification required.

*Superintendent's office sends copy to or notifies payroll dept

January 11, 2011