

PERSONNEL: 4.0

POLICY: 4.13

MATERNITY LEAVE FOR NON-REPRESENTED STAFF

The Muhlenberg School Board recognizes its obligation to provide maternity leave privileges to non-represented staff members.

The Superintendent shall be responsible for administering a maternity leave program.

Policy: 4.13
Adopted: 4/20/83
Amended:

MATERNITY LEAVE FOR NON-REPRESENTED STAFF

I. Maternity Leave Regulations

Only full or part time employees who are eligible for paid sick leave benefits are eligible for maternity leave.

- A. Maternity leave will be granted for a period of time not to exceed one (1) calendar year.
- B. The Muhlenberg School Board shall not pay salary or fringe benefits during the maternity leave period.
- C. Vacation time and/or sick leave benefits will not accrue during the maternity leave period.
- D. The employee does not receive credit for salary increment while on maternity leave.

II. Application for Maternity Leave

- A. An employee who becomes pregnant and desires to apply for a maternity leave must submit a request for a leave in writing to her immediate supervisor.
- B. The supervisor shall process and forward the request to the Superintendent of Schools for School Board action.

III. Return from Maternity Leave

- A. The employee shall return to her previous position or to an equivalent position for which she is qualified.
- B. Previously accrued vacation and/or sick leave shall be restored to the employee.
- C. The salary of the employee shall be calculated to include only previous District experience (see I.-D. above).

Administrative Procedures: 4.13
Adopted: 4/20/83
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