

INSTRUCTIONS FOR REQUESTING MATERNITY LEAVE OF ABSENCE

There are four (4) phases to this Procedure: (see sample letter)

1. Disability Leave (use of unused sick time – paid by district)

Employee uses all or portion of accumulated sick leave and will receive full compensation for all days so used.

The pivotal point to use in determining the commencement date and termination date for this leave is the “due date of birth.”

Example: Teacher has fifty (50) accumulated sick days. The due date of birth is November 15th. Teacher counts backwards twenty (20) work days from this date (11/15) to determine the commencement date for the paid leave portion of the disability leave from the district.

Next, the teacher counts forward twenty (20) days beyond and including the due date of November 15 to determine the date for termination of the paid portion of the disability leave from the district.

The total period of disability is determined by the employee and her physician in which case the commencement and termination dates may, due to physical causes, provide for a greater period of time both before and after the birth. However, the “normal” time from for disability is four (4) weeks prior to the birth and four (4) weeks after the birth.

2. Family Leave (according to Chapter 261.P.L. of New Jersey, 1989)

This leave is an unpaid leave of a maximum length of 12 weeks during which the employer must maintain your health benefits.

3. Maternity Leave of Absence (Child Rearing)

This leave takes place immediately after the termination of the family leave of absence and is a period of time wherein the employee continues to be away from her teaching post and does not receive compensation for such absence.

This portion of the total leave may continue for the full term stipulated in the Contract or may be for such lesser period of time providing that the teacher’s request to return to her post does not interrupt the educational program. Generally, this has been determined to be periods within the academic year which establish “normal” breaks for pupil attendance, i.e., September, January, February and March as feasible, non-interruptive return periods.

4. Return to the District

The employee must provide a written statement from her physician verifying physical capability to return to her post. Proper notification of intent to return accompanied by the physician’s statement should be forwarded to the Board Secretary, Superintendent, and Principal sixty (60) calendar days prior to the effective return date or as stipulated by the Contract.