

Downey Unified School District

CERTIFICATED PERSONNEL

MATERNITY LEAVE

AR 4153

Maternity leave shall be defined as a leave granted because of pregnancy. Illness leave under the provisions of AR 4154 may be used by the employee when she is unable to work because of pregnancy, miscarriage, childbirth, and recovery therefrom.

Application Procedure

1. A notice of intent to request a leave of absence shall be submitted to the Personnel Office at least four months prior to expected date of confinement.
2. A physician's statement confirming the pregnancy shall be submitted to the Personnel Office with the notice of intent to request a leave of absence.
3. A physician's letter stating the employee is able to continue service without restrictions must be submitted to the Personnel Office one week prior to the beginning of each of the last two calendar months of service prior to the expected date of confinement.
4. The beginning date of the leave shall be determined by the employee and her physician. The Personnel Office shall be notified at least three weeks in advance of the beginning date of the leave, which date shall be the beginning of leave barring unforeseen circumstances.
5. If the employee's ability to perform normal duties becomes a concern to the District, the District shall request the employee and her physician to initiate a leave of absence.
6. Available sick leave may be used by the employee under the provisions of AR 4154 during the time she is unable to work.
7. After confinement, and no later than six weeks thereafter, the employee must submit a letter from her physician stating the estimated date upon which she will be physically able to return to her assignment without restrictions. If the period of recuperation is longer than six weeks the physician's statement shall indicate the reason for the longer period.
8. If the employee desires to remain on maternity leave for child care purposes after she is able to return to work, the Board of Education may approve such leave without pay for the remainder of the year when maternity occurred and an additional year without pay if requested.

Downey Unified School District

CERTIFICATED PERSONNEL

MATERNITY LEAVE - continued

AR 4153

Return From Leave

1. A request to return from leave must be submitted to the Personnel Office.
2. A physician's statement recommending that the employee return to service without restrictions shall be submitted with the request to return from leave.
3. If there is no vacancy due to a request by the employee to return earlier from leave than the previously declared date of return, the employee shall be given preferential status for a position when available, as well as day-to-day preferential status as a substitute employee.

Approved: 12/15/75