PARENTAL LEAVE

The natural parents of a newborn infant and the parents of a newly adopted child under five years of age may request leave without pay under provisions of this policy. The natural mother may use accumulated sick leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth.

The President shall grant leave without pay to the natural mother for all of the time of personal disability not covered by sick leave (either because the employee has exhausted all sick leave or prefers to retain it). Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying, on a prescribed form, the employee's period of temporary disability. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, each supervisor shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave and when she is able to return to work.

The natural mother may also desire to be on leave from work to and/or after the time of actual disability. Leave without pay may be granted for this purpose under the provisions of this policy.

Leave without pay for the parent of an adopted child can begin no earlier than one week prior to the date the parent receives custody of the child.

HISTORY NOTE: Effective October 12, 1988