

Policy Subject LEAVE OF ABSENCE-MATERNITY LEAVE/ ADOPTIVE PARENTS	Location Code 404.1	Adoption Date 6/14/93
	Rescinds/Amends	Adopted

School district employees who have been employed with the Norfolk Public Schools for at least one year shall be eligible for a maternity leave of absence, without pay, for a period of up to 12 weeks under the following conditions. Request for maternity leave shall be in writing and shall be served upon the superintendent of schools as soon after pregnancy is confirmed as is possible. Every consideration will be given to the employee as to date of starting maternity leave. However, the welfare of the students is to be recognized relative to the adequate replacement available and determination for beginning of leave may be governed by the availability of a qualified replacement. The District shall reemploy such employee at the close of the leave of absence, but does not guarantee placement in the same position held by such person at the time leave was taken.

When maternity leave is granted, it shall be without pay; however, the employee may utilize any or all (no more than 40 days in any one school year) of her sick leave and vacation leave accumulated to that time.

No employee shall be required to take maternity leave, nor shall an employee's job duties or working conditions be altered without her consent, on account of pregnancy; however, the district may require the employee to furnish a statement from her doctor, certifying her continued ability to work and fixing a date when she should take leave.

If the employee's health does not permit return to work at the expiration of the original period of her maternity leave, such leave may be extended for an additional period not to exceed 120 days, upon presentation by the employee to the district of a doctor's certificate attesting to her inability to work and of her probable return to work immediately after the end of the extended period. The employee shall make written request for such extension at least ten days prior to the end of the original term of the leave.

See Page Two for Leave of Absence for Adoptive Parents.

LEAVE OF ABSENCE FOR ADOPTIVE PARENTS

It shall be the policy of the Norfolk Public Schools to grant a leave of absence to an adoptive parent, following the commencement of the parent-child relationship, in the same manner and upon the same terms as granted to an employee upon the birth of the employee's child pursuant to the Norfolk Public School's Family Medical Leave Policy (404.2), or any other policy of the School District granting leave to an employee because of the birth of the employee's child, except as provided below.

Unless determined otherwise by the Norfolk Public Schools Board of Education, the adoptive parent leave shall not be granted if the child being adopted is:

- 1) a special needs child over eighteen years of age;
- 2) a child who is over eight years of age and is not a special needs child;
- 3) a stepchild being adopted by his or her stepparent;
- 4) a foster child being adopted by his or her foster parent; or
- 5) a child who was originally under a voluntary placement for purposes other than adoption without assistance from an attorney, physician, or other individual or agency which later results in a petition for the adoption of the child by the person with whom the voluntary placement was made.

"Special needs child" means a child with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance or behavior disorders, orthopedic impairments, autism, traumatic brain injury, other impairments, or specific learning disabilities.

"Commencement of the parent-child relationship" means when the child is placed with the employee for the purpose of adoption.