

M.T.A. Maternity Guide

I. A maternity leave request should be given in writing to the Superintendent no later than 60 days prior to the beginning of the leave of absence.

II. The teacher has three options regarding the pregnancy:

1. An unpaid leave of absence
2. A paid leave of absence during which accumulated sick leave may be used for the period of pregnancy-related disability as certified by the teacher's physician.
3. A paid disability leave certified by the teacher's physician followed by an unpaid child rearing leave.
4. A teacher may only utilize accumulated sick leave if options 2 and 3 are chosen.

III. In requesting the leave, the teacher must include:

1. The option selected
2. The anticipated date the teacher wishes to commence her leave
3. The approximate date of return to teaching duty.
 - a. If the original letter stated a specific return date, this usually meets the required 90-day notification needed before returning to work.
 - b. If there is a change on the return date, then the district would need to be notified. The District would expect reasonable notice of 1-2 months.

IV. When the teacher returns from such leave, she shall be returned to her original teaching position or, if unavailable, to her tenure area and all benefits accrued prior to and during the leave shall be returned in full.

- V. If an unpaid leave of absence option is selected, benefits do not accrue.
- VI. For a probationary teacher, there would be no change in the tenure date for the probationary period, unless the District notified the teacher in writing.
- VII. If an unpaid maternity or child care leave is taken in the last half of the school year, the preferred re-start date for the medical insurance should be stated in the letter requesting the leave or in the letter regarding the return from leave. Normally it would start again in September, unless special arrangements were made for it to begin earlier.
- VIII. If the teacher taking maternity leave had been performing an extra curricular duty prior to the leave, the return to the advisorship is not automatic. The teacher would need to check with the building administrator regarding this matter since the building administrator recommends advisor appointments.
- IX. If the conditions of the pregnancy warrant a change in a previously-approved time schedule, adjustments will be made. However, the time period for the leave would commence with the beginning of the absence. For the time period off following the birth of a child (normally six weeks), the District measures the time beginning with the date of the birth. The teacher's physician must document the date the teacher is allowed to return to work or indicate in writing that an extended maternity leave is needed due to physical complications.
- X. Use of sick days during the maternity leave is conditional on the documentation from the teacher's physician. If a probationary teacher runs out of sick time before the leave is concluded, the days not covered by sick time will be unpaid.