

**Licensed/Administrative Staff
Maternity/Paternity/Child Care Leave**

Maternity Leave

1. Maternity leave is leave granted to a female certified employee during the period of her pregnancy and/or for the period of time a female employee is temporarily disabled caused by or contributed to by her pregnancy, miscarriage, medically necessary abortion, adoption, or childbirth. Maternity leave can not exceed twelve (12) calendar weeks (including all breaks). Maternity leave may be paid or unpaid leave in accordance with the provisions set forth in the regulations below.

Adoptive parents may choose to take some of their Family and Medical Leave Act (FMLA) entitlement as paid or unpaid leave.

A female employee is considered temporarily disabled or sick for up to 6 weeks for a vaginal delivery and for up to 8 weeks for a c-section. Policy GCCAAA, Volunteer Sick Leave Bank may be accessed by the female employee during the specified period of time that has been identified as being temporarily disabled or sick for each type of delivery. The amount of personal paid leave and sick leave that the employee has accumulated may be accessed according to Policy GCCAA/GCCBA, *Licensed/Administrative Staff Paid Leave* for up to a total of twelve (12) calendar weeks.

2. Maternity leaves of absence shall be granted subject to the following conditions:

Upon written request, a pregnant certified employee shall be granted maternity leave, with or without pay as outlined in this policy at the employee's option, to begin at any time after the commencement of pregnancy and to end on the date the temporary disability caused by or contributed to by the pregnancy, miscarriage, abortion, or childbirth ceases. Except in cases of extreme emergency, the employee shall give her principal written notice of her intention to take such leave no later than the fifth month of pregnancy. The notice shall also include the expected duration of the leave, as well as a physician's statement certifying the pregnancy (*utilize form GCCAC/GCCBC-E1, which is available from the District Office*).

3. If, at the commencement of maternity leave, the employee's physician certifies in writing that the employee's absence is the result of a temporary disability caused by or contributed to by the pregnancy, miscarriage, or childbirth, the employee may elect to be paid for the number of paid leave days which she has accumulated while such temporary disability exists. A physician's statement verifying the continuing conditions of temporary disability will also be necessary.
4. An employee on approved FMLA leave with pay will continue to receive the same level of health benefits that they received prior to their approved leave for a maximum total of twelve (12) calendar weeks.
5. An employee wishing to extend maternity leave beyond twelve (12) weeks of leave should

refer to Policy GCCAG/GCCBG, Extended Leaves or Policy GCC, Family Medical Leave.

Paternity Leave

1. Paternity leave may be granted to a male certified employee during the time his spouse/mate has given birth or has had a miscarriage or abortion. Paternity leave may also be granted for adoption. Paternity leave may be paid or unpaid as provided in the regulations below:
 - a. Paternity leave requested solely for the purpose of baby-sitting (well child care) shall be unpaid.
 - b. Accumulated paid leave days may be used for paid Paternity leave. For a request of over five (5) consecutive days of Paternity Leave a physician's statement, certifying to the need for the father to be at home, is required.
2. An employee wishing to extend maternity or paternity leave beyond the time that can be deducted from paid leave should refer to Policy GCCAG/GCCBG, Extended Leaves or Policy GCC, Family Medical Leave.
3. No credit toward experience increments will occur during the period of unpaid leave that lasts longer than 90 contract days.

CROSS REFS:

GCCAAA, Volunteer Sick Leave Bank
GCC, Professional/Staff Leaves and Absences
GCCAG/GCCBG, Extended Leaves