

Management, Supervisory and Confidential Personnel

CHILDREARING LEAVE

Leave without pay shall be granted according to the following provisions:

1. An employee on active duty shall arrange an appointment with the personnel office to review leave procedures and the related benefits available to the employee. This meeting must be held at least 30 days prior to the beginning date of the leave. In the event of emergency or unforeseen circumstances, the Assistant Superintendent for Personnel Services may waive the time limit.
2. The employee is required to submit a written statement to the Assistant Superintendent for Personnel Services at least 30 days prior to the commencement of the leave. In the event of emergency or unforeseen circumstances, the Assistant to the Superintendent for Personnel Services may waive the time limit. This statement will include the following information:
 - a. The date the leave is to begin.
 - b. Duration of the leave.
 - c. Tentative date of delivery or adoption.
3. Childrearing leave shall be granted upon written request to the Assistant to the Superintendent for Personnel Services for the current school and one additional year.
4. The employee adopting a child may, upon written request and approval, commence a leave at any time during the first year after receiving de facto custody of said child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption.
5. Return to duty from a childrearing leave will be dependent upon the following:
 - a. The employee whose leave expires at the end of the school year must submit a written notice to the Office of the Assistant Superintendent for Personnel Services by March 31 to return to work. Failure to timely notify the district shall be considered a resignation of the employee.

Management, Supervisory and Confidential Personnel

CHILDREARING LEAVE (continued)

- b. If an employee desires to return to work at an earlier date, other than the beginning of the school year, the employee must notify the Assistant Superintendent for Personnel Services at least 30 days prior to the desired date of return. If no opening is available at the time of desired return, then the first appropriate opening following this date of desired return will be used.
 - c. The employee shall be guaranteed reassignment to the same position but shall not be guaranteed reassignment to the same location which he/she held at the time the leave commenced. The employee shall be given preference to his/her former location providing a vacancy exists at the time of return.
 - d. Before returning to work, the employee's physician must verify that the employee is able to resume the normal duties of responsibility. This applies only to employees who have given birth.
6. An employee on leave shall have the option to remain an active participant in the fringe benefit program offered by the district in the area of the district medical insurance program, dental program, and life insurance program for a maximum period of two years. The employee shall pay the premiums for participation in the fringe benefit program.
7. For non-tenured employees, childrearing leave shall be an interruption of the probationary period and not in lieu of service in meeting the requirements for serving this probationary period.

Legal Reference:

EDUCATION CODE

44965 Granting of leaves of absence for pregnancy and childbirth

44978 Provisions for sick leave of certificated employees (the right to use sick leave for maternity purposes)

45193 Leaves of absence for pregnancy