

Currituck County Schools

A Beacon for Excellence in Education

MATERNITY LEAVE GUIDELINES

Time Allotment:

***Regular birthing procedure:* Six (6) weeks of leave time**

***Cesarean:* Eight (8) weeks of leave time**

More time is provided when a physician deems necessary. Physician documentation is needed for extended time.

EXTENDED LEAVE TIME

Eligibility of Extended Leave:

Teachers (regular classroom, special education, vocational, related arts, title I and media specialists) requiring substitutes are the only employees eligible. This leave is available if the employee is absent due to their own personal illness or injury in excess of their accumulated sick leave and available annual leave. Those qualifying are allowed extended sick leave of up to 20 work days throughout the regular term of employment.

Use of Extended Sick Leave:

- 1. A newly hired employee must have reported to work to be eligible.**
- 2. Superintendent will require medical verification.**
- 3. Unused extended Sick/Annual Leave days do not carry forward to succeeding school years.**
- 4. The standard deduction is \$50.00 whether a substitute is employed or not.**

VOLUNTARY SHARED LEAVE

Purpose of Voluntary Shared Leave:

Only full-time and part-time permanent employees who have exhausted all available accumulated paid leave (sick leave, annual vacation leave, and bonus leave, if applicable) are eligible to receive donated leave. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave. Only employees in permanent (leave earning) status can participate in the voluntary shared leave program.

An employee who, due to a serious medical condition of self or of his or her immediate family faces prolonged or frequent absences from work may apply to the superintendent of the LEA for donated leave. Application may also be made by a third person acting on the employee's behalf, if the employee is unable to make application.

An employee may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

Signature

Date

Director of Human Resources

Date

Revised 8/31/2012

