

## MATERNITY LEAVE GUIDELINES

- a. Up to 20 sick days immediately before birth of child.
- b. Up to 20 sick days immediately after and including date of birth of child (up to 30 with a doctor's note).
- c. For ten-month employees, July 1 to August 31 (with the exception of weekends and holidays) count towards these 20/20(30) sick day allowances but do not count against one's balance in the Aesop attendance recording system.
- d. Any school closures (weekends, holidays, vacations) from September 1 to June 30 do not count towards either these 20/20(30) sick day allowances or one's balance in the Aesop attendance recording system.
- e. 60 work days of unpaid FMLA\* time during which employee will be responsible for personal insurance contribution. For employees following the teacher work calendar, work days do not include any days from when school closes in June to when it reopens in September.
- f. Personal days can be taken anywhere during the leave with the exception of during the FMLA.
- g. Contractual no-pay leave after FMLA ends is without benefits.
- h. Benefits terminate after FMLA ends. A 60-day waiting period exists for re-enrollment.
- i. As per Article X, Letter B of the CEA Agreement, "Salary guide advancement from one year to the next shall require that the employee is paid for a minimum of ninety-three (93) work days or more."

\*Only Federal Family Leave Act time can be used for the employee's personal serious health condition. Federal and State Family Leave Act time can be used for caring for the newborn and these times run concurrently.