



## Leave Guidelines

# Having A Baby?

**Granite School District does *NOT* have a maternity policy.  
The birth of a child is treated the same way as any sick leave.**

As per Article 18 of the Professional Agreement, Section XII of the Negotiated Agreement and Section D of the Office Professional Handbook, "Sick leave is to be taken only for illness, accident or recuperation from the same."

**PROVISIONAL CONTRACT EMPLOYEES:** (Any contract employee who has not yet completed three continuous years of employment with the District.)

***Teachers:***

Ten days of sick leave is granted annually and cumulative to thirty teaching days. Any provisional teacher may use these sick leave days for the period of postpartum recovery deemed medically disabling. Medical verification via the District's Diagnosis and Functional Limitations (DFL) form is required and must be presented every 21-calendar days.

Subject to restrictions outlined in the Professional Agreement, four days of personal leave per year can also be taken for any reason at the discretion of the teacher. In any given contract year, the first three personal leave days are taken at no cost to the teacher. Teachers taking the fourth day will be charged at the current Substitute II rate for the day.

***Classified and Secretarial Employees:***

Sick leave will accrue at the rate of 1.1 days per month worked with no cumulative maximum on the number of unused sick leave days that can be accrued. Any provisional contract employee may use accrued sick leave only for the period of postpartum recovery deemed medically disabling.

As outlined in the Negotiated Agreement/Office Professionals Handbook, for 12-month contract positions, vacation leave accrues at a monthly rate dependent upon District seniority. Vacation leave can be used during any month of the year, however, days selected must be entirely acceptable and approved by each classified employee's immediate supervisor.

**REGULAR CONTRACT EMPLOYEES:** (Any contract employee in their fourth year or more of continuous employment with the District.)

***Teachers:***

Use of accrued sick leave days for the period of postpartum recovery deemed medically disabling only is permitted. Medical verification via the District's Diagnosis and Functional Limitations (DFL) form is required and must be presented every 21-calendar days.

Subject to restrictions outlined in the Professional Agreement, four days of personal leave per year can also be taken for any reason at the discretion of the teacher. In any given contract year, the first the personal leave days are taken at no cost to the teacher. Teachers taking the fourth day will be charged at the current Substitute II rate for the day.

***Classified and Secretarial Employees:***

Sick leave will accrue at the rate of 1.1 days per month worked with no cumulative maximum on the number of unused sick leave days that can be accrued. Any regular contract employee may use accrued sick leave only for the period of postpartum recovery deemed medically disabling.

As outlined in the Negotiated Agreement/Office Professionals Handbook, for 12-month contract positions, vacation leave accrues at a monthly rate dependent upon District seniority. Vacation leave can be used during any month of the year, however, days selected must be entirely acceptable and approved by each classified employee's immediate supervisor.

**Other possible leave options to consider for the birth and care of a newborn child:**

**SHORT-TERM LEAVE WITHOUT PAY**

Any contract employee can apply for short-term leave without pay (fifteen working days or less) through their immediate supervisor and appropriate assistant superintendent. (See Administrative Memorandum #65)

**FAMILY MEDICAL LEAVE ACT (FMLA)**

To be eligible for leave under FMLA for the birth and care of a newborn, an employee must have worked full-time for the District for at least one year and, within that year, a minimum of 1,250 hours. FMLA allows an eligible employee to request up to 12 weeks of unpaid leave specifically for the birth and care of a newborn child. FMLA requires an employee to provide 30 days advanced notice when the leave is foreseeable. All accrued paid leave options mentioned above would be run concurrently within the applicable 12-week FMLA entitlement.

**LONG-TERM LEAVE OF ABSENCE WITHOUT PAY**

Teachers with two years or more of continuous and current experience in the District are eligible to take a leave of absence without pay for the birth and care of a newborn. This leave must be applied for and approved by the Granite School Board and cannot exceed two full semesters.

Classified and office professionals with at least three years of seniority in the District are eligible to take a leave of absence without pay for the birth and care of a newborn. This leave must be applied for and approved by the District and cannot exceed one year.