

**MATERNITY LEAVE OR SPECIAL ABSENCE FOR PREGNANCY**

THE BOARD SHALL GRANT MATERNITY LEAVE OR PROVIDE FOR SPECIAL ABSENCE FOR REASON OF PREGNANCY PROVIDED THE REQUIRED NOTIFICATION HAS BEEN VERIFIED BY A LICENSED PHYSICIAN.

AUTHORITY: F.S. 230.22 (1) (2)  
 POLICY ADOPTED: 3/13/69  
 POLICY AMENDED: 4/5/73

POLICY READOPTED: 9/5/74

**RULES**

1. Any female employee who becomes pregnant shall notify her unit administrator and Personnel Services immediately and may submit a request for Maternity Leave accompanied by verification from a licensed physician. The date of withdrawal, if one is determined, shall be mutually agreed upon by the unit administrator and the employee, provided, except in cases of emergency, the employee gives at least thirty (30) calendar days' notice. The leave so requested shall extend through the school fiscal year and a vacancy shall have been created.
  - a. An individual to whom maternity leave has been granted for one (1) year or less shall be reinstated to the same position and location or to one similar to that held at time of withdrawal, upon submission to Personnel Services of medical evidence of satisfactory physical condition. Such reinstatement shall occur only at the beginning of the work period for the individual involved. Earlier reinstatement may be requested and placement will be predicated on the availability of positions.
  - b. Any female employee requesting leave for more than one (1) year following the birth of a child must submit a statement or medical excuse giving the reason for the requested extension of leave.
2. Any female employee who becomes pregnant, upon verification from a licensed physician, may submit to her principal or unit administrator a request for Special Absence for Pregnancy. Such special absence shall permit the teacher's name to remain on the payroll; shall not create a teaching vacancy; and shall allow the principal to employ a substitute. The date of withdrawal, if one is determined, shall be mutually agreed upon by the principal or unit administrator and employee.
  - a. An individual to whom Special Absence for Pregnancy has been granted shall, upon submission of evidence of satisfactory physical condition by a licensed physician, be reinstated to her position.
3. An employee may continue to be actively employed during pregnancy only so long as she is able to properly perform her required teaching functions.
4. Any employee who applies for Special Absence for Pregnancy may, upon request, use such Sick Leave days as have accrued to her benefit, provided they are applied only to such days as are covered by any disability to mother or child which is attendant to birth and which is supported by a doctor's statement. The Board shall have the right to request a medical statement at any time they want following the birth of the child.
5. An employee absent on Maternity Leave may serve as a substitute teacher following the birth of the child provided her physician verifies that she is physically able to do so.
6. An employee absent on Special Absence for Pregnancy Leave may not substitute.
7. Employees granted either Maternity Leave or Special Absence for Pregnancy may not be employed in any other school system while on leave. Evidence of any such situation will constitute sufficient grounds for the dismissal of the employee.
8. While on Maternity Leave or Special Absence for Pregnancy, an employee must assume the responsibility for the fringe benefit programs by direct payment to the Risk Management Department. Credit for retirement is administered by the State of Florida and information with regard to retirement should be obtained from the State Retirement System.

AUTHORITY: F.S. 230.22 (1) (2)  
 RULES APPROVED: 4/5/73

AMENDED RULES APPROVED: 9/5/74