

MATERNITY LEAVE

Maternity leave is leave without pay.

Any employee who becomes pregnant is eligible for maternity leave, but will be allowed to choose maternity leave or to use current and accumulated sick leave for the period of leave normally occasioned by pregnancy and childbirth. The leave period normally occasioned by pregnancy and childbirth is considered to be twelve (12) weeks. Any leave taken pursuant to this policy will run concurrently with any leave available to an employee under the FMLA Policy. (See Policy GBRIBA).

An employee who becomes pregnant must notify the Human Resources Department in writing within thirty (30) days of the beginning date of the leave, when possible, or as soon as practicable once the need to begin the leave becomes known. Written notification must be accompanied by a statement from a physician verifying the stage of pregnancy and the expected dates of disability due to pregnancy. Failure to comply with the notice and other requirements of this policy may be considered willful neglect of duty and may result in termination of employment.

Maternity leave (as defined above) is available to all regularly employed women up to one (1) year. Maternity leave will not affect tenure, teaching or working experience acquired before the leave. Maternity leave (as defined above) over twenty (20) days will, however, interrupt consecutive service for sabbatical leave purposes and will not be counted toward acquiring tenure or for salary schedule purposes. Maternity leave granted only for the period of leave normally occasioned by pregnancy and/or childbirth shall not interrupt an employee's consecutive service for sabbatical leave purposes.

Ref: La. Rev. Stat. Ann. ' ' 17:1171, 17:1211, 23:1007, 29 U.S.C. ' 2601, *et seq.*