

Child Rearing Leave Instructional

Description: An employee may request this leave any time between the birth/adoption of the child and up to two years thereafter. It usually is requested after a maternity leave.

Eligible: Instructional Employees who hold Professional Service Contract (PSC)/Continuing Contract (CC) or Annual Contract (AC) only if taken immediately after Maternity Leave.

Board Policy # 4409 & 4410/Contract Article: Teacher – Article 23-12

Leave Contact: The Leaves Department – 754-321-3130

Key Points	Process to Initiate Leave	Return To Work Process
<p>Approval Status: This leave requires Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Complete a Declaration of Vacancy for the position.</p> <p>Salary/Benefits Status: This leave does not provide any salary or benefits.</p> <p>Duration Status: This leave lasts for the remainder of the employee's assigned calendar and may be renewed for an additional year. Maximum leave time is 2 years.</p> <p>Concurrency Status: This leave cannot run concurrently with another leave.</p> <p>Working While on Leave: An employee may be employed in a teaching position outside of the district while on leave. Also, employees who are on any Board approved unpaid leave of absence are authorized to work in a temporary, part-time capacity with the district.</p>	<p>Employee: The employee completes a Request For A Board Approved Leave of Absence application, the Principal/Department Head signs the form and it is then submitted with proof of the birth or adoption of the child to the Leaves Department for processing.</p> <p>Leaves Department: The Leaves Department will move the employee to the location's leave position number.</p> <p>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee's record.</p> <p>The Leaves Department will send all required notification.</p> <p>Form: 1) Request For A Board Approved Leave of Absence application. 2) Proof of birth (birth certificate) or adoption (letter from agency or attorney or any other credible source).</p>	<p>Leaves Department: The Leaves Department mails the employee Employment Intentions paperwork.</p> <p>Employee: The employee returns the completed Employment Intentions form to the Leaves Department <u>by the deadline date</u>.</p> <p>Leaves Department: The Leaves Department notifies the employee's work location and the appropriate staffing department of the employee's intention for the new school year.</p> <p>Note: During the school's budget meeting, it is determined if a position exists for the employee to return to. If no position exists, Talent Acquisition & Operations (Instructional) or the teacher finds placement.</p> <p>SAP Coding - Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA) -----</p> <p>Return Early: An instructional employee may rescind the leave if a position exists for him/her to return to. Employee submits a request to rescind the leave to the Leaves Department.</p> <p>SAP Coding - Location: HRAP creates return to work action Action Type: Z2 (Return from Leave) Action Reason: 10 (Rescind Leave)</p>

Work instructions are available on the BRITE web site: web/erp.

Child Rearing Leave Non-Instructional – Clerical/Secretarial Only

Description: An employee may request this leave at any time between the birth/adoption of the child and up to two (2) years thereafter. It is usually requested after a Maternity Leave.
Eligible: Non-Instructional - Clerical/Secretarial Employees with more than three (3) years of service.
Board Policy # 4409 & 4410/Contract Article: Clerical/Secretarial – Article 19-6
Leave Contact: The Leaves Department – 754-321-3130

Key Points	Process to Initiate Leave	Return To Work Process
<p>Approval Status: This leave requires Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Complete a Declaration of Vacancy.</p> <p>Salary/Benefits Status: This leave does not provide any salary or benefits.</p> <p>Duration Status: Following the birth/adoption of a child, employees with more than three (3) years of service may request additional leave time up to two (2) years. The initial Maternity leave shall not exceed one (1) school year in duration from the date it is effective.</p> <p>Concurrency Status: This leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may not work in any capacity unless working in the District as a substitute, temporary or part-time employee.</p>	<p>Employee: The employee completes a Request For A Board Approved Leave of Absence application, the Principal/Department Head signs the form and it is then submitted to the Leaves Department for processing.</p> <p>Leaves Department: If appropriate, the Leaves Department will contact Payroll to lock the employee’s payroll record.</p> <p>The Leaves Department will move the employee to the location’s leave position number.</p> <p>The Leaves Department will send all required notification.</p> <p>Form: 1) Request For A Board Approved Leave of Absence application. 2) Proof of birth (birth certificate) or adoption (letter from agency, attorney or any other credible source).</p>	<p>Leaves Department: The Leaves Department mails the employee Employment Intentions paperwork.</p> <p>Employee: The employee returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: The Leaves Department notifies the employee’s work location and appropriate staffing department of the employee’s intention for the new school year.</p> <p>Note: During the reappointment process, it is determined if a position exists at the employee’s former location for the employee to return to. If no position exists, the employee is placed on layoff.</p> <p>SAP Coding - Location: HRAP creates return to work action Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p> <p>-----</p> <p>Return Early: A Non-Instructional employee may return early from leave if a position exists for which the employee is qualified for, applies and is selected.</p> <p>SAP Coding - Location: HRAP creates return to work action Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p>

Work instructions are available on the BRITE web site: web/erp.