

Maternity Leave Administrative/ASPT/TSP

Description: An employee must request this leave the school year the baby is born/adopted.	
Eligible: Principals, Assistant Principals, District Administrators, Professional Technical Employees (ASPT) and part-time School-Based Administrators	
Board Policy Nos.: 4407, 4409 & 4410	Contract Article: Technical Support Professional (TSP) – Article 15
Leave Contact: The Leaves Department - 754-321-3130	

Key Points	Initiate Leave Process	Return To Work Process
<p>Approval Status: This Leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled, however an effort shall be made to return the employee to the former position.</p> <p>Salary/Benefits Status: This Leave does not provide any salary or benefits.</p> <p>Duration Status: This Leave lasts for the employee's assigned calendar. Maximum leave time is one (1) year.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may work as a substitute teacher or temporary part-time employee in the District.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes the Request For Board Approved Leave of Absence application. 2) Has Principal/Department Head sign the form. 3) Submits to the Leaves Department with a copy of the baby's birth certificate or a doctor's note (if leave was not preceded by Family/Medical leave). <p>Leaves Department: Moves the employee to the location's leave position number. The Leaves Department will send all required notification. If appropriate, the Leaves Department will contact Payroll to lock the employee's payroll record.</p> <p>Note: If the employee is taking Family/Medical Leave prior to Maternity Leave, the Maternity Leave's start date will be the next work day following the end of Family/Medical Leave.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Request For Board Approved Leave of Absence Application 1) Copy of baby's birth certificate or doctor's note (if leave was not preceded by Family/Medical leave). 	<p>Leaves Department: Mails the employee Employment Intentions paperwork.</p> <p>Employee: Returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: Notifies the employee's work location and staffing department of the employee's intention for the new school year.</p> <p>Note: Administrative employees are reappointed on an annual basis; therefore, in order to return to work the employee must apply and be selected for an open administrative position for which they are qualified. If there is no open Administrative position, the employee may be considered for an available teaching position if previously employed as a teacher for the SBBC and had received a Continuing or Professional Service teacher contract.</p> <p>Location: HRAP creates return to work action: Action Type: Z2(Return from Leave) Action Reason: 01(Return from LOA) -----</p> <p>Early Return: An Administrative/ASPT employee may rescind the leave if an open position exists for which the individual is qualified for, applies and is selected. Employee submits a request to rescind the leave to the Leaves Department.</p> <p>Location: HRAP creates return to work action Action Type: Z2 (Return from Leave) Action Reason: 10 (Rescinding Leave)</p>

Current detailed SAP work instructions are available on the BRITE Web site: web/erp

Maternity Leave Instructional

Description: An employee must request this leave the school year the baby is born/adopted.	
Eligible: Instructional Employees	
Board Policy Nos.: 4407, 4409 & 4410	Contract Article: Teacher - Article 23
Leave Contact: The Leaves Department - 754/321-3130	

Key Points	Initiate Leave Process	Return To Work Process
<p>Approval Status: This Leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled, however an effort shall be made to return the employee to the former position.</p> <p>Salary/Benefits Status: This Leave does not provide any salary or benefits.</p> <p>Duration Status: This Leave lasts for the employee's assigned calendar. Maximum leave time is 1 year. Employee may request a Child Rearing leave for the 2nd and 3rd year.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may work as a substitute teacher or temporary part-time employee in the District.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes the Request For Board Approved Leave of Absence application. 2) Has Principal/Department Head sign the form. 3) Submits to the Leaves Department with a copy of the baby's birth certificate or a doctor's note (if leave was not preceded by Family/Medical leave). <p>Leaves Department: Moves the employee to the location's leave position number. The Leaves Department will send all required notification. If appropriate, the Leaves Department will contact Payroll to lock the employee's payroll record.</p> <p>Note: If the employee is taking Family/Medical Leave prior to Maternity Leave, the Maternity Leave's start date will be the work day following the end of Family/Medical Leave.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Request For Board Approved Leave of Absence Application 2. Copy of baby's birth certificate or doctor's note (if leave was not preceded by Family/Medical leave). 	<p>Leaves Department: Mails the employee an employment intentions packet.</p> <p>Employee: Returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: Notifies the employee's work location and 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 on leave to return to. If no position exists at location, Instructional Staffing or the employee finds a 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>Early Return: 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 (Rescinding Leave)</p>

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Maternity Leave Non-Instructional

Description: An employee must request this leave the school year the baby is born/adopted.	
Eligible: Non-Instructional Employees	
Board Policy No.: 4407	Contract Article: Clerical - Article 19 Paraprofessional - Article 12
Leave Contact: The Leaves Department - 754-321-3130	

Key Points	Initiate Leave Process	Return To Work Process
<p>Approval Status: This Leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled, however an effort shall be made to return the employee to the former position.</p> <p>Salary/Benefits Status: This Leave does not provide any salary or benefits.</p> <p>Duration Status: <u>Clerical Employees ONLY:</u> This Leave lasts for the employee's assigned calendar. It may be renewed up to 2 years if employed for more than 3 years.</p> <p>Other Non-Instructional Employees: This Leave lasts for the employee's assigned calendar and cannot be renewed.</p> <p>When an employee on maternity leave extends his/her leave, the additional year shall be considered a Child Rearing (Personal) Leave.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may work as a substitute teacher or temporary part-time employee in the District.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes the Request For Board Approved Leave of Absence application. 2) Has Principal/Department Head sign the form. 3) Submits to the Leaves Department with a copy of the baby's birth certificate or a doctor's note (if leave was not preceded by Family/Medical leave). <p>Leaves Department: Moves the employee to the location's leave position number.</p> <p>The Leaves Department will send all required notification.</p> <p>If appropriate, the Leaves Department will create a Stop Payment and contact Payroll to lock the employee's record.</p> <p>Note: If the employee is taking Family/Medical Leave prior to Maternity Leave, the Maternity Leave's start date will be the day after the Family/Medical Leave has expired.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Request For Board Approved Leave of Absence Application 2. Copy of baby's birth certificate or doctor's note (if leave was not preceded by Family/Medical leave). 	<p>Leaves Department: Mails the employee an employment intentions packet.</p> <p>Employee: Returns the completed Employment Intentions application to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: Notifies the employee's work location and Non-Instructional Staffing of the employee's intention for the new 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>Early Return: 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: 10 (Rescinding Leave)</p>

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