

Policy 448 DISTRICT PAID MATERNITY LEAVE

I. PURPOSE

The purpose of this policy is for the Northfield School District to establish parameters governing district paid maternity leave.

II. GENERAL STATEMENT OF POLICY

Paid maternity leave may be granted for the birth of a child or children of the employee. This policy may only be modified by mutual agreement between the Northfield Education Association and the Northfield School District.

III. ELIGIBILITY

Eligible employees must qualify for the Federal Family and Medical Leave Act (FMLA), as outlined in Policy 410. To qualify for FMLA, an employee must have worked for the employer for twelve months and have worked 1,250 annual hours. Maternity leave for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy 411.

IV. PARTICIPATION AND USE

- A. An employee making an application for maternity leave under this policy shall inform the district in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.
- B. The district, upon meeting in person and discussing the employee's return date preferences, may make moderate adjustments in the proposed beginning or ending date of a maternity leave so that the dates of the leave coincide with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like.
- C. An employee returning from maternity leave shall have a right to return to the employee's original position as specified in the employee's maternity leave plan if the employee's leave is commenced and concluded within the same school year or concluded prior to the first duty day of the following school year. If an employee's maternity leave plan does not call for the employee's return within the year it is commenced, an employee shall have the right to be returned to an equivalent position.

- D. An employee who returns from maternity leave within the provisions of this policy shall retain all previous experience credit and any unused leave time accumulated under the provisions of this policy at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for maternity leave, if the leave commences and ends within the same school year.

- E. FMLA qualifying maternity leave will be paid by the district for up to eight (8) work weeks or forty (40) work days, commensurate with the employee's scheduled work day.

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Adopted: 08.28.2023

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota