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Human Resources: Maternity & Paternity Leave

You may take up to 16 weeks for the birth or adoption of a child. If you are having a baby and request maternity leave, you may receive salary continuation under the short-term disability plan. (For normal deliveries, disability is generally assumed to continue for six weeks after childbirth). Written notice indicating you intend to return to work must be submitted to your Benefits Specialist.

When you adopt a child, if you are the primary caregiver, you are eligible for the same benefits as described under a normal delivery maternity leave (i.e., six weeks with benefit level based on service, as shown in the chart).

If you are not the primary caregiver, you may receive up to five days of salary continuation. You must take these days within the first six months of the birth or adoption.

In addition to the above paid leave benefits, you may receive five days of salary continuation for birth, adoption or illness of a family member.

The charts summarize the duration and amount of paid time for a family and medical leave.

How long is Paid Leave?	Primary Caregiver	Other Parent
Maternity	STD - 6 weeks (normal delivery or length of continued disability period)	5 days paid
Adoption	same as maternity (normal delivery)	5 days paid

Plus	All Employees
Family leave for birth or adoption	5 days paid

Duration	Eligible Leave Period
Birth and adoption	Up to 16 weeks

Check with your Benefits Specialist if you have a question on coverage.

Maternity Leave Guidelines

- A female employee who is either pregnant or adopting a child under 18 years of age (or under 23 if the child is mentally or physically disabled) may be eligible for a maternity leave of absence of up to eight consecutive weeks in duration. To be eligible for this leave, the employee must give at least two weeks notice in writing of the intent to go on leave and signify an intent to return to work following the leave.
- Upon return to work following this leave, the employee will be reinstated in her original position or an alternative position of equivalent salary and grade. Failure to return to work following this absence will result in termination from the Institution unless parental leave of absence is approved.
- The employee may apply any accrued sick leave and/or vacation time, enabling her to retain normal salary and benefits during this period. If there is not sufficient sick leave or vacation time to keep the employee in a paid status for the full eight weeks, the employee will be placed on an unpaid maternity leave. Group insurance may be continued by paying the employee's share of the cost.
- If the employee is medically unable to perform her normal duties prior to delivery, as evidenced by a physician's written statements, the maternity leave will begin on that date. If she remains medically incapable or working at the end of an eight week period, she may continue in sick pay status, using accrued sick time or, if that time is not available, apply for Institution disability benefits. (See Disability Leave 2g(3) for more details). When the employee is no longer disabled (as evidenced by a physician's written statement), she is eligible to request parental leave, depending on the timing and the length of the disability leave.

» See "Family & Medical Leaves" for more information and guidelines

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