

PREGNANCY RELATED DISABILITY LEAVE PROCEDURES

(Please read Article XI, Section 4 of the District #20 and KEA Negotiated Agreement)

	<u>Employee Responsibility</u>	<u>District Responsibility</u>	<u>Date Completed</u>
1. Inform Superintendent in writing, no later than the sixth month of pregnancy, of due date and anticipated date of return to work. The employee needs to consider the following options: 1. Pregnancy related disability leave (This is the time the physician tells you is needed for you to recoup, usually 6-8 weeks. Sick days may be used during this time.) 2. First a pregnancy related disability leave followed by a family medical leave totaling 12 weeks. 3. First a pregnancy related disability leave, then a family medical leave, and then a leave of absence (District paid single insurance stops on first day of leave of absence.) 4. First a pregnancy related disability leave followed by a leave of absence. 5. Using FMLA for adoption.	XXX		_____
2. Arrange to meet with Superintendent to review contents of letter.	XXX		_____
3. The Board of Education is informed of intended leave.		XXX	_____
4. Human Resource Department is informed of intended leave.		XXX	_____
5. Letter is sent to employee acknowledging the leave request.		XXX	_____
6. Determine if/how many sick days will be used and inform Human Resource Department.	XXX		_____
7. Employee informs district of baby's birth.	XXX		_____
8. Employee obtains doctor's note giving date of release; provides the note to the Human Resource Department.	XXX		_____
9. Employee informs Superintendent and Human Resource Department of actual date of return.	XXX		_____