

POLICY

Maternity/Paternity Leave, without pay, shall be granted for a period of up to twelve months. Employees shall notify the Vice President of Human Resources of their intent to take Maternity/Paternity Leave as soon as possible, but not less than three months preceding the commencement of the leave. In the event an employee intends to return early from a leave, he/she shall notify the Vice President of Human Resources, in writing, as soon as possible, but not less than two weeks prior to the return to work.

An employee shall be entitled to Maternity Disability Leave, as verified by her physician. Maternity Disability Leave shall be treated the same as any other medical disability.

All benefits associated with Maternity/Paternity Leave or Maternity Disability Leave shall be handled in accordance with the regulations set forth by the New Jersey Division of Pensions and the state and federal laws.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: January 22, 1966 (Pol. #3344)
Revised: June 26, 1978
Revised: January 23, 1989
Revised: April 22, 1996
Revised: February 28, 2000
Revised: April 29, 2002

PROCEDURE

1. Employee shall submit a Request for Leave of Absence to the Office of Human Resources.
2. Maternity/Paternity Leave requests shall include licensed physician's verification of pregnancy. The licensed physician's verification shall include an estimated date of delivery and identification of the time of disability.
3. Employees shall submit a written request to the Office of Human Resources in the event the leave of absence must be extended. This request shall include a reason for the request extension. If the reason is medical, a licensed physician's verification must be attached.
4. Employees who want to return to work earlier than the expiration of their approved leave must submit a written request to the Office of Human Resources stating the reason(s).
5. Employees who have been on maternity leave must submit a licensed physician's verification of their ability to return to work to the Office of Human Resources prior to the return.
6. In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such agreement(s) shall take precedence.

ADOPTED: June 26, 1978
Revised: July 23, 1991
Revised: April 25, 2000
Revised: April 30, 2002