

**MIDDLETOWN
AREA
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CHILDREARING LEAVE

ADOPTED October 14, 1991

REVISED: September 25, 2006

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| <p>1. Authority</p> <p>2. Guidelines</p> | <p style="text-align: center;">335.1. CHILDREARING LEAVE</p> <p>The Middletown Area School District will allow an administrative employee to seek a leave of absence for childrearing reasons in accordance with this policy. The Board will consider the health of the employee, the need for continuity in school operations and the maintenance of a qualified staff when administering this policy.</p> <p><u>Eligibility For Leave</u></p> <p>An administrative employee following the birth, adoption, placement of or obtaining legal custody of a child, is eligible for childrearing leave. Additionally, the administrative employee must have worked one (1) entire school year for the district.</p> <p>If an administrative employee's spouse works for the district, only one (1) employee will be eligible for a childrearing leave at a time. Two (2) employees who are having or adopting a child together are not eligible to simultaneously take childrearing leaves. This provision may be waived at the discretion of the Board for the adoption of a child from another country, if extended travel is required.</p> <p><u>Application For Leave</u></p> <p>An application for childrearing leave must be made in writing to the Superintendent on a form provided by the district at least ninety (90) days prior to the effective date of leave.</p> <p>The application must specify the anticipated start date of the leave and the requested duration of the leave. No leave request may exceed one (1) year.</p> <p>No application for a childrearing leave will be granted unless the employee agrees in writing to return to his/her employment with the district for at least one (1) school year following the completion of the leave.</p> |
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Commencement Of Leave

A childrearing leave shall commence upon a mutually agreeable date after the birth of the child or upon the date of the placement in the employee's home of a child to be adopted by or provided foster care or guardianship by the employee.

In the absence of an agreed starting date, the district may designate the date of the child's birth or placement with the administrative employee as the start of the leave.

Notification Of Intent to Return

The administrative employee shall notify the Superintendent in writing at least sixty (60) days prior to the anticipated date to return to work.

An administrative employee may return to work prior to the expiration of the leave, but only at the discretion of the Board.

A request for return to duty shall be granted unless the school year is so near completion that, in the judgment of the Superintendent, to change personnel at the time would be detrimental to the continuity of the students' education.

Job Security And Benefits

A childrearing leave is an unpaid leave of absence. No salary, benefits or sick leave shall be paid or accrue to the administrative employee during the leave except as otherwise specified below. No seniority accrues during the period the employee is on childrearing leave.

If an employee is eligible for FMLA leave, it will run concurrent with childrearing leave.

An administrative employee will receive group health care plan coverage during the childrearing leave, if the employee agrees to return to his/her employment with the district for at least one (1) school year following the completion of the leave.

If an administrative employee fails to return to work with the district for the designated period after the childrearing leave has expired, the employee must reimburse all health care plan insurance premiums, or their equivalent for self-insured plans, paid by the district for the employee during the leave, unless the failure to return to work is caused by the continuance or recurrence of a serious health condition of the employee which renders the employee unable to work.