

Oak Lawn Community High School District 229

Childbirth/Adoption Leave

Childbirth/Adoption Leave (Article II 6.B.1.a. through i.)

- Upon written request stating due date and length of leave.
- Adoption of child under age ten qualifies.
- Apply no later than five months prior to due date or expected adoption date.
- Return must be at the beginning of a school year or beginning of second semester.
- Without pay or benefits provided, the District shall maintain coverage under group health plan for three months from date of commencement of leave under the same condition of coverage provided had the employee continued to work. Thereafter, the employee may continue participating by paying the full premium cost.
- Leave will be one full school semester or year plus fraction of any school semester during which the leave may commence. The leave may be extended an additional semester or year by Board approval upon notice by February 15 in which the leave is in effect.
- No leave shall exceed two full school years plus the fraction of any year in which the leave commenced.
- Up to 45 days of paid sick leave may be taken without a doctor's note. The employee must provide a signed doctor's note for any additional time to be considered paid sick leave.
- Written notice of return must be made by March 1 of the full term teacher is on leave.
- Non-certified staff with two or more years shall be granted a maximum leave of twelve months.

FMLA (Article II 6.B.1.j.)

- Up to twelve work weeks of parental leave because of birth or adoption.
- Employee shall provide at least thirty days advance notice.
- Leave must be taken within the 12-month period beginning on the date of birth or adoption.
- Any sick leave used due to disability caused or contributed by pregnancy shall constitute part of the 12-week parental leave.
- Up to 45 days of paid sick leave may be taken without a doctor's note. The employee must provide a signed doctor's note for any additional time to be considered paid sick leave.
- Without pay and no accrual of benefits.
- Employee shall not lose any benefits accrued prior to day of leave and during the period of this leave.
- District shall maintain employee's coverage under group health plan for duration of the leave.

Loss of seniority (Article II 6.B.)

- On or after 45 unpaid days Quarter year
- On or after 90 unpaid days Half year
- On or after 135 unpaid days Three quarters year
- On or after 181 unpaid days Full year
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Extra Responsibility Assignment (Article II 6.B.6.)

If any portion of the leave is during the season of an extra responsibility assignment, that assignment may be posted as a one-season interim position. However, with the previous consent of the principal and athletic director or assistant principal, an extra responsibility assignment may be held by a staff member on leave if in the best interest of students.