

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	MATERNITY LEAVE POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

Any time taken off work for the birth of the employee's child or for the placement of a child with the employee for adoption or foster care must be in accordance with the University's established leave policies. Therefore, employees who are eligible for leave under the Family and Medical Leave Act (FMLA) may request up to 12 workweeks of FMLA leave in a calendar year for the birth of the employee's child or for the placement of a child with the employee for adoption or foster care. (See "Leave Under the FMLA" policy in this Handbook for further details.) Under the FMLA, this leave must conclude within 12 months after the birth or placement of the child.

An employee may use accumulated sick and/or vacation leave for pregnancy/childbirth, which is treated as any other temporary illness or disability. The period of sick leave must be determined by the employee's physician attesting to the medically certified period (that period in which an employee cannot or should not on medical advice perform her job), usually six to eight weeks. An employee may also use accumulated vacation leave to extend the length of maternity leave. (See also the Leave of Absence policy in this Handbook).

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS