

**TERRELL COUNTY BOARD POLICY**  
**Leaves & Absences –Maternity and**  
**Temporary Disabilities**

**Descriptive Code: GBRIC**  
**Issue Date: 11/14/1994**  
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**Issue Date:**

Maternity

The Board will endeavor to work with any employee requesting maternity leave to their satisfaction. However, it must be made clear that student welfare will be taken into consideration also.

The request for maternity leave should be made in writing to the Superintendent of Schools requesting Board approval.

Employees shall notify the superintendent in writing of their desire to take such leave and except in the case of emergency shall give such notice at least sixty (60) calendar days prior to the date on which the leave is to begin. They may continue in active employment as late into pregnancy as desired provided they are able to perform properly the required functions and duties of the job.

The employee is entitled to utilize her sick leave against her maternity absence, not to exceed the doctor's estimated length of disability.

Temporary Disabilities

Temporary disabilities will be treated basically the same except the 60 day prior notification will be waived. However, any temporary disability must have a doctor's statement.

Disability caused or contributed to by pregnancy, miscarriage, abortion and recovery there from are, for all job related purposes "temporary disabilities" and will be treated as such.

Employees who have been granted leave for the period of physical disability only shall be entitled to return to active employment upon presentation of a doctor's statement of physical ability to perform the required functions and duties of the job and shall be signed to a substantially equivalent position to be approved by the superintendent.

Employees granted leave for a period longer than the period of disability, providing it does not exceed one full school year, are entitled to active employment upon written request for reassignment and contingent on a vacancy for which the person is qualified.

Extended Leave

Requests for an extended leave of absence for the purpose of professional study and improvement or personal reasons (including time beyond the period of pregnancy disability) shall be considered on an individual basis.

Employees granted extended leave, or who leave the system for a period of time and later are reemployed, retain the days of leave they accumulated during their previous employment.