



HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: Leave

Subject: Maternity Leave

Applies To: All employees

Sources:

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Purpose

To establish a policy that clarifies eligibility, duration and return from leave requirements when granting an employee maternity leave.

Policy

The Family and Medical Leave Act of 1993 (Section A) was passed to protect employees from termination due to serious medical conditions. On January 28, 2008, the Family and Medical Leave Act (Section B) was amended to extend leave protection to the families of U. S. Armed Forces members.

Family Medical Leave provides up to a maximum of twelve (12) workweeks for maternity purposes.

Procedure

1. The Family and Medical Leave Act (FMLA) grants new parents the right to take up to 12 weeks of unpaid leave during any 12-month period to care for:
 - A newborn child
 - A newly adopted child
 - A new foster child
2. An eligible employee must meet all of the following criteria:
 - Has completed twelve (12) months of service with the university, and
 - Has worked at least 1250 hours during the twelve (12) month period prior to the commencement of the requested leave, and returns to work from the approved leave for at least thirty (30) calendar days.
3. Family Medical Leave (FML) is normally unpaid leave. If the qualified employee has accumulated Sick Leave or Vacation/Annual Leave, the employee may use such leave. While out on FML, once all paid leave is exhausted, the person is placed on Leave Without Pay.
4. If an expecting employee is **not eligible for FML**, then they may speak to their supervisor about making appropriate workplace arrangements to use any accumulated leave. This agreement should be fair and

consistent. **Please Note:** When a person has exhausted all of their accumulated leave and is not otherwise eligible for FML, it is important to note that their present position is not protected by law. Therefore, it is important that the employee and their supervisor discuss an appropriate arrangement.

5. If a Faculty member anticipates using FML due to pregnancy, the person should promptly notify the Provost and Department Chair and work out a plan for covering courses during the affected semester.
6. FML taken by two (2) university employees to care for a new born child or child placed for adoption or foster care consists of a cumulative total of twelve (12) weeks of leave. If the employee's spouse is out on FMLA leave due to a serious health condition, the employee and spouse are both eligible for 12 weeks.
7. Approximately one **(1) month** before the due date (or earlier the employee is experiencing complications and will need to start leave before the due date), the expecting employee must contact Samantha Melton, Leave Administrator at 478-0854 or at smelton@georgiasouthern.edu.
8. Family Medical Leave requests for parenting must be approved in advance and completed within twelve (12) months of the birth, adoption, or foster care placement of a child.
9. The expecting employee will complete the FMLA Request Form (Form A) and Certification of Healthcare Provider Form (Form B) Form. All forms can be obtained on the Human Resources Form page and need to be submitted to the Leave Administrator.
10. Medical Leave Assistance pool may not be used for the purpose of parenting; however, such (if granted) may be used for the disability period related to childbirth.
11. When previously approved, intermittent leave or reduced work schedule requests for parenting may be cancelled by the university within thirty (30) days written notice, based on business needs of the university.
12. When the doctor takes the expecting mother off work for bed rest or for delivery, FML will begin. The expecting employee must remain off work until the doctor releases the employee to return to work. At that time, the employee may return to work, or may choose to remain off work by using the rest of their available FML. If the employee has been released by the doctor, the employee must return to work when their FML is exhausted.
13. If the employee is enrolled in a Georgia Southern Healthcare plan, the employee's newborn will be automatically covered for the first 30 days only. The employee has 30 calendar days from your qualifying event (the birth date of the child) to complete their enrollment change in ADP and submit the documentation (birth certificate). A failure to complete the change within 30 days will prohibit the employee from making such changes until the next open enrollment period.

For specific FML definitions or procedures, please read the Family Medical Leave Policy #2355.