

MATERNITY/PATERNITY/ADOPTION/FOSTER CARE LEAVE POLICY

Pregnancy, childbirth, adoption and foster care are common human events which may require a temporary interruption in the way in which *faculty, administrative, or classified staff* meet their contractual obligations. In order to accommodate such needs, it is important that affected employees contact the supervisor as soon as they become aware of the need for time away from work to attend to pregnancy, the birth, adoption or any events related to foster care of a child. This policy also applies to time needed to attend to the medical or legal conditions which may occur with any of the above.

There are different time periods designated as the maximum an employee may request off to attend to the needs associated with pregnancy, birth, adoption or foster care needs. Faculty, administrative and classified staff should discuss their different options for leave with their immediate supervisor or the Office of Human Resources.

Additional information on the Maternity/Paternity/Adoption/Foster Care Leave Policy may be found in the Administrative Staff Handbook, the Classified Staff Handbook and the Charter's Faculty Handbook.

09/04