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SUBJECT: MATERNITY LEAVE

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PURPOSE: To assure equal opportunity for all female employees who require time away from work as a result of childbearing

### GENERAL POLICY

Louisiana State University at Alexandria is committed to Equal Employment Opportunity and hereby states that no female shall be penalized in her conditions of employment because she requires time away from her work as a result of childbearing.

The University's policy is that all female employees including those on probationary status will be granted sick leave and/or annual leave for childbearing and related disabilities until the attending physician determines that the employee is physically able to return to work. Upon request, leave without pay will be granted for maternity purposes to those individuals who have not accrued annual and/or sick leave.<sup>1</sup>

Employees on maternity leave retain all seniority and privileges and shall upon return from maternity leave, be reinstated in their original positions or similar positions with the same status and pay.

### Procedures

1. A female employee requesting time away from work as a result of childbearing must complete an application for leave; must have a physician's statement if requesting leave in excess of ten working days; must have immediate supervisor approve leave; and forward completed leave form to Human Resource Management.
2. A female employee requesting leave from work as a result of childbearing prior to the birth of the child may be required to furnish a statement from her physician stating that she can no longer perform her duties and for how long she will be unable to perform these duties.

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<sup>1</sup> Individuals who wish to take leave for child-rearing beyond the time they are physically able to return to work may request annual leave or leave without pay. (See Family Medical Leave Act.)

3. A female employee must furnish a statement from her physician prior to returning to work indicating her ability to perform her duties.