

Maternity Leave Policy

- 1.0 POLICY STATEMENT:** Maternity leave shall be granted to employees upon written request filed by the employee to their immediate supervisor and department head, for a period not to exceed four (4) months for the purpose of bonding with a newly born child or adoption. For adoption, leave begins upon the employee receiving custody of the child.
- 2.0 PROCEDURES:** An employee should give at least three (3) months advance notice to their department head of their anticipated date of departure for maternity leave, length of maternity leave, and their intentions to return to full-time employment after maternity leave (emergency conditions may prohibit filing of such notice, in which case it shall be filed as soon as possible).
- 2.1 Maternity leave shall consist of the following: use of any accumulated sick leave, vacation leave, and compensation leave during the period of disability.
- 2.2 When an employee has used up all their leave time, the remainder of leave allowed up to four (4) months will be considered leave without pay.
- 2.3 Upon returning to work for female employees, a written statement signed by the employee's treating physician giving the employee permission to return to work should be presented to the employee's department head.
- 2.4 This policy has been amended to comply with the Tennessee Maternity Leave Act amended to include men and adoption, TCA 4-21-408.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

Original:
Revisions: 11/14/2007