

Child Rearing Leave Instructional

Description: An employee shall be entitled, upon request, to child rearing leave to begin at any time between the birth of the child and up to two (2) years thereafter. Child Rearing leave is usually requested after Family/Medical leave or Maternity leave.

Eligible: Instructional Employees

Board Policy # 4409 & 4410/Contract Article: Teacher – Article 23-12

Leave Contact: The Leaves Department – 754-321-3130

Key Points	Process to Initiate Leave	Return To Work Process
<p>Approval Status: This leave requires Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Complete a Declaration of Vacancy for the position.</p> <p>Salary/Benefits Status: This leave does not provide any salary or benefits.</p> <p>Duration Status: This leave lasts for the remainder of the employee’s assigned calendar and may be renewed for an additional year. Maximum leave time is 2 years.</p> <p>Concurrency Status: This leave cannot run concurrently with another leave.</p> <p>Working While on Leave: Employees who are on any Board approved unpaid leave of absence are authorized to work in a temporary, part-time capacity with the district.</p> <p>Instructional employees may be employed in a teaching position outside of the district while on leave.</p>	<p>Employee: The employee completes a Request For A Board Approved Leave of Absence application, the Principal/Department Head signs the form and it is then submitted with proof of the birth or adoption of the child to the Leaves Department for processing.</p> <p>Leaves Department: The Leaves Department will move the employee to the location’s leave position number.</p> <p>If appropriate, work location contact the Payroll Department to lock the employee’s record.</p> <p>The Leaves Department will send all required notification.</p> <p>Form: 1) Request For A Board Approved Leave of Absence application. 2) Proof of birth (copy of birth certificate).</p>	<p>Leaves Department: The Leaves Department mails the employee Employment Intentions paperwork.</p> <p>Employee: The employee returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: The Leaves Department notifies the employee’s work location and the appropriate staffing department of the employee’s intention for the new school year.</p> <p>Note: During the school’s budget meeting, it is determined if a position exists for the employee to return to. If no position exists, Talent Acquisition & Operations (Instructional) or the employee finds placement.</p> <p>SAP Coding - Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA) -----</p> <p>Return Early: An instructional employee may rescind the leave if a position exists for him/her to return to. Employee submits a request to rescind the leave to the Leaves Department.</p> <p>SAP Coding - Location: HRAP creates return to work action Action Type: Z2 (Return from Leave) Action Reason: 10 (Rescind Leave)</p>

Work instructions are available on the BRITE web site: web/erp.

Child Rearing Leave Non-Instructional – Clerical/Secretarial Only

Description: A Clerical/Secretarial employee may request this leave for the purpose of having a child, adopting a child or raising a child. Following the birth/adoption of a child, employees with more than three (3) years of service may request additional leave time up to two (2) years. This leave is usually requested after Family/Medical leave or Maternity Leave.

Eligible: Non-Instructional - Clerical/Secretarial Employees with more than three (3) years of service.

Board Policy # 4409 & 4410/Contract Article: Clerical/Secretarial – Article 19-6

Leave Contact: The Leaves Department – 754-321-3130

Key Points	Process to Initiate Leave	Return To Work Process
<p>Approval Status: This leave requires Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Complete a Declaration of Vacancy.</p> <p>Salary/Benefits Status: This leave does not provide any salary or benefits.</p> <p>Duration Status: Following the birth/adoption of a child, employees with more than three (3) years of service may request additional leave time up to two (2) years. The initial Maternity leave shall not exceed one (1) school year in duration from the date it is effective.</p> <p>Concurrency Status: This leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may not work in any capacity unless working in the District as a substitute, temporary or part-time employee.</p>	<p>Employee: The employee completes a Request For A Board Approved Leave of Absence application, the Principal/Department Head signs the form and it is then submitted to the Leaves Department for processing.</p> <p>Leaves Department: If appropriate, the work location will contact Payroll to lock the employee’s payroll record.</p> <p>The Leaves Department will move the employee to the location’s leave position number.</p> <p>The Leaves Department will send all required notification.</p> <p>Form: 1) Request For A Board Approved Leave of Absence application. 2) Proof of birth (birth certificate) or adoption (letter from agency, attorney or any other credible source).</p>	<p>Leaves Department: The Leaves Department mails the employee Employment Intentions paperwork.</p> <p>Employee: The employee returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: The Leaves Department notifies the employee’s work location and appropriate staffing department of the employee’s intention for the new school year.</p> <p>Note: During the reappointment process, it is determined if a position exists at the employee’s former work location for the employee to return to. If no position exists, the employee is placed on the layoff list and will be recalled by seniority to a position in the employee’s job classification when one becomes available. Employees may not return to work until they receive notice that a position is available for them to return to.</p> <p>SAP Coding - Location: HRAP creates return to work action Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA) -----</p> <p>Return Early: N/A</p> <p>SAP Coding - Location: N/A</p>

Work instructions are available on the BRITE web site: web/erp.