

Memo

To: Lance D. Freeman
Director of Human Resources

From:

School:

CC: Principal

Date:

Re: Child Rearing Leave

I am requesting Child Rearing Leave to begin _____.

I am aware that a child rearing leave is an unpaid leave and does not provide medical benefits. If I wish to continue my medical benefits I am aware that I must pay 100% of the premium during this period. Because this is a non-medical leave, sick leave may not be used during this period.

I also acknowledge that child rearing leave is for a specified period not to exceed four (4) school semesters in length and that the expiration of such leave must coincide with the expiration of a school semester. The Superintendent of Schools must approve any exception to the requirement to return at the beginning of a semester. During this leave seniority shall accrue but not retirement service credit. I plan to return from this leave _____.

Additionally I must notify Human Resources in writing 45 days prior to the end of my child rearing leave of my intention to resign from the District or to request a continuance of the leave if eligible or to return to employment with the District at the conclusion of my child rearing leave.

Prior to my child rearing leave I may be absent due to medical reasons related to pregnancy. During this medically certified absence I will use _____ (number) of my earned sick days and or other earned leave days available to me. For the period of this absence I am providing a physicians certification for the medical necessity of my absence for each day of earned leave used. I will report to my supervisor and Human Resources when these absences will begin.

Signature