



Administrative Procedure

Category:	Procedure:	
Human Resources	Child Care and Maternity Leave	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-463-2	June 1997	July 2021

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- 2 1. An employee may take a child care leave. The child must be under the age of two and proof of age may
- 3 be required.
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- 5 2. An employee may take maternity leave. The request must include a doctor's statement giving a
- 6 description of the leave and the specific date(s) of the duration.
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- 8 3. The request must be in writing on an Unpaid Leave of Absence Form (HR-104A) at least thirty (30) days
- 9 prior to the leave and submitted to his/her supervisor. The doctor's statement should be included with the
- 10 request on Form HR-104B.
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- 12 4. The employee must submit Forms HR-104A and HR 104B to the Human Resources Department.
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- 14 5. Leave and leave extensions shall not exceed a total of two consecutive years.
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- 16 6. Sick leave may be used during physical disability only as determined by the physician.
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