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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### MATERNITY LEAVE

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to grant eligible employees maternity leave in accordance with the provisions of the Family and Medical Leave Act (FMLA) and the Tennessee Maternity Leave Act (TMLA).

Maternity leave for employees is granted upon request provided, the employee submits the required forms to the Chief Human Resources Officer at least thirty (30) days prior to the beginning date; however, the thirty (30) day notice may be waived or reduced by the Chief Human Resources Officer with a certified statement from a physician. The required forms must include the dates for beginning and ending the leave and a statement of intent to return to the employment of CMCSS. Adoption of a child constitutes a valid reason for requesting maternity leave.

Positions vacated for less than twelve (12) months by employees on leave will be filled with an interim employee for such time as the employee is on leave. Upon return of said employee within twelve (12) months, the interim employee relinquishes the position and the employee returns thereto. If the leave exceeds twelve (12) months, the employee will be placed in the same or a comparable position upon return from leave.

Requests for an additional twelve (12) month extension are granted one (1) time only. The Chief Human Resources Officer considers leave extension requests on a case-by-case basis in light of the needs of CMCSS.

The employee is required to use any or all of her accumulated sick leave only during the period of her physical disability, as determined by a physician's statement confirming the employee's inability to work. The beginning and ending dates of the leave and the period of the employee's physical disability may, or may not, coincide. The remaining portion of maternity leave will be without pay unless employee has accrued vacation or personal days. In accordance with Tennessee Code Annotated, an employee may use thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are employed with CMCSS, only one (1) parent is entitled to use paid sick leave. Written verification from an adoption agency, or other entity handling the adoption, will be required.

Time spent on leave without pay is not counted for retirement purposes or as years of service in placing the employee on the salary schedule.

The Tennessee Maternity Leave Act also entitles eligible employees to a four-month leave of absence in connection with adoption, pregnancy and childbirth. If a leave qualifies for both FMLA and Tennessee Maternity Leave Act, the leave will be taken concurrently under both laws.

**Implementing Procedures:** [HUM-P006](#) Leave of Absence Request

**Associated Documents:** [HUM-G004](#) Maternity Leave Guide

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**Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
5/02/05		Initial Release
11/17/08	A	Fifth paragraph last sentence, change "chooses to use" to "has accrued".
8/17/09	B	Changed wording in 2 <sup>nd</sup> paragraph from "a certified statement of a physician" to "with a certified statement from a physician", changed the word "entitle" to "required" in 5 <sup>th</sup> paragraph, added HUM-G004 as an associated document.
1/18/10	C	Add "In accordance with Tennessee Code Annotated, an employee may use thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are employed with CMCSS, only one (1) parent is entitled to use paid sick leave. Written verification for an adoption agency, or other entity handling the adoption, will be required" To fifth paragraph

**\*\*\* End of Policy \*\*\***