

## **SECTION 8.19**

## **MATERNITY AND ADOPTIVE LEAVE**

Upon completion of a probationary period of six (6) months employment, maternity or adoptive leave without pay shall be granted to a female employee for eight (8) weeks, for childbirth or to care for a newly adopted child under the age of three (3) years of age, providing that the request for said leave is made in writing to the department head at least two (2) weeks prior to such leave. Requests for a maternity or adoptive leave shall be submitted in writing to the Department Head and the Human Resources Director and shall include the expected date of childbirth or adoption and state that the employee intends to return to her position at the conclusion of the leave.

Any accumulated sick leave and vacation to which female employees are entitled may be applied to maternity leave.

Maternity leave shall not effect the accrual of benefits, seniority, or length of service credit.