

# Maternity Leave

**Family Medical Leave Act (FMLA)** - available for up to 12 weeks in a 12 month period - form should be submitted to HR as soon as dates of leave are determined.

**Birth/Adoption Leave** - 5 days available to be taken consecutively at the time of birth - does not count against sick bank

**Personal Leave** - Up to 4 days can be banked and used at the employee's discretion

**Sick Leave** - employee may use as many days as available in sick bank as long as a doctor indicates medical need to be off work

**Unpaid Leave** - The remainder of the 12 weeks as provided in FMLA.

**Donations to Sick Bank** - Other NCC teachers can donate up to 2 days and employee can accept up to 20 days.