

PERSONNEL POLICY MANUAL

LETA		POLICY No. 3
Section:		EFFECTIVE: 5/93
Subject:	Maternity Leave	REVIEW:
Source:	Executive Director	REVISION:
		REVISED:

POLICY

It is the policy of LETA not to penalize employees because they might require time off from work as a result of childbearing (including adoption and foster care). The policy of LETA is that all employees, including those on probationary status, may be granted sick and/or annual leave for childbearing and related disabilities until the attending physician determines that the employee is physically able to return to work. Upon request under the Family and Medical Leave Act, leave or leave without pay may be granted for maternity purposes to those individuals who have not accrued annual and/or sick leave. However, FMLA-approved leave or leave without pay shall not exceed twelve(12) weeks. Employees on maternity leave retain all seniority and privileges and shall return from maternity leave be reinstated in their original position or similar position with the same status and pay.

PURPOSE

The purpose of this policy is to ensure that employees are not penalized as a result of birth, adoption or foster care.

APPLICABILITY

Applies to all employees, including male employees on leave because of birth, adoption or foster care, of Louisiana Educational Television Authority.

DEFINITIONS

Maternity leave means childbearing by pregnancy, adoption or foster care.

RESPONSIBILITY

It is the responsibility of the Executive Director or her designee to ensure the department heads adhere to this policy.

VIOLATION OF THIS POLICY

Persons who fail to adhere to this policy are subject to administrative disciplinary action.