

<b>Descriptor Term:</b>  <b>Childcare Leave Regulations</b>	<b>Descriptor Code:</b>  <b>DDAD-BR</b>	<b>Issued Date:</b>  12.13.2017
	<b>Rescinds:</b>	<b>Adopted:</b>  01.17.2018

**Requests for Leave**

An employee shall submit a request to the Superintendent in writing of intention to take the leave at the same time that the employee requests paid or FMLA childcare and / or pregnancy disability leave. When such notice is not practicable, the employee shall submit a request as soon as practicable.

If the reason for childcare leave is occasioned by adoption, an adopting employee, at the time of the leave application, will provide a statement as to the expected date of placement.

**Return to Duty Requirements**

Except as stipulated in policy, an employee returning from childcare leave shall be reemployed in the school system, provided that written notice of intent to return is received by Superintendent no later than March 15<sup>th</sup> in the calendar year in which said leave is to terminate, if that leave is to terminate as of the first day of the next school year, or no later than sixty (60) days prior to the termination date of any leave which is scheduled to terminate during the course of a school year then in progress. Said reemployment is not guaranteed to be at the same school, teaching area, or grade.