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Maternity leave provisions for classroom teachers in 129 school systems having enrollments of 25,000 or more are reported for 1965-66 in this national survey. Tables contain information on compulsory absence prior to anticipated date of birth and earliest permissible return from maternity leaves. Brief descriptions of maternity leave practices are listed alphabetically by State and school district with footnotes describing any unique or unusual provisions. Representative samples of maternity leave policies from school districts across the nation are included to show the variety of detail included in written policies. (TT)

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# Circular

Circular No. 3, 1966

March 1966

## MATERNITY LEAVE PROVISIONS FOR CLASSROOM TEACHERS IN LARGER SCHOOL SYSTEMS.

Examine statistics on the status of classroom teachers over a period of years and note the increasing proportion of married women. Consider the reasonably valid evidence that married women teachers often are outstanding, and add the fact that women far outnumber men in the teachers' ranks. Reasoning thus, it becomes difficult to dispute the importance of a liberal and fair maternity leave policy that encourages qualified teachers to return to service.

The survey reported in this Circular has revealed that most of the larger school systems now have written maternity leave policies, although there is considerable variation in the specific provisions. The information included in this report was obtained by means of a comprehensive questionnaire covering all types of leaves of absence. From this questionnaire, the Educational Research Service has already compiled

two reports--one a system-by-system report of sabbatical leave provisions, the other a summary of policies with respect to granting extended leaves of absence for various purposes.<sup>1/</sup> Short-term leaves and sick leave will be reported in two later Circulars.

The questionnaire was sent to 150 school systems with 25,000 or more enrollment. Replies were received from 129, or 86 percent. Provisions of the maternity leave policies in each of the 115 systems which grant such leave are outlined in the table beginning on page 6. The 14 systems which do not grant maternity leave are listed on page 22. Responses were distributed as follows:

<u>Enrollment strata</u>	<u>Replies received</u>	<u>Maternity leave granted</u>
Stratum 1 (100,000 or more)	23	23
Stratum 2 (50,000-99,999)	38	38
Stratum 3 (25,000-49,999)	<u>68</u>	<u>54</u>
	129	115

<sup>1/</sup> National Education Association, American Association of School Administrators and Research Division. Sabbatical Leave Provisions for Classroom Teachers in Larger School Systems. Educational Research Service Circular No. 8, 1965. Washington, D. C.: the ERS, November 1965. 26 p. \$1.

National Education Association, American Association of School Administrators and Research Division. Extended Leaves of Absence for Classroom Teachers. Educational Research Service Circular No. 2, 1966. Washington, D. C.: the ERS, February 1966. 8 p. 75¢.

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The school systems were asked to report policies effective in 1965-66, and to enclose copies of their written policies pertaining to leaves of absence. Some sample maternity leave policies are quoted in the section beginning on page 16. The questionnaire form is reproduced on page 23.

Eligibility for maternity leave. In 38 (33.1 percent) of the 115 school systems which grant maternity leave, only teachers who have acquired tenure are eligible. In many of these systems, however, the policy states that nontenure teachers who have resigned for reason of maternity and whose service has been satisfactory will be given priority when they reapply for employment.

Application for leave. Forty-eight of the policies set a specific point in pregnancy by which a teacher must have reported her condition and made a formal request for maternity leave.

Although this point ranges from the end of the second month to the end of the sixth month, most of the 48 policies specify the end of the third month (15 policies) or the end of the fourth month (20 policies).

Thirty-two policies require a teacher to apply for leave as soon as she is aware of pregnancy. The remaining 35 do not set deadlines for applying for leave; in most of these cases, a time is set for beginning leave, and presumably the application must be made well in advance.

Usually an application for maternity leave must be accompanied by a physician's statement confirming the expected date of confinement.

Many of the policies prescribe a strict penalty for failure to comply with the provisions regarding application for leave. For example: "Failure to request a leave of absence as indicated in the regulations shall be deemed

Table A

SUMMARY: PERIOD OF COMPULSORY ABSENCE PRIOR TO ANTICIPATED DATE OF BIRTH

Required period of absence before birth	Number and percent of systems reporting			
	Stratum 1	Stratum 2	Stratum 3	Totals
Upon confirmation of pregnancy	...	1 (2.6%)	1 (1.9%)	2 (1.7%)
6 months	...	2 (5.3%)	6 (11.3%)	8 (7.0%)
5 months	7 (30.4%)	7 (18.4%)	5 (9.4%)	19 (16.7%)
4 months	6 (26.1%)	10 (26.3%)	21 (39.6%)	37 (32.5%)
3 months	8 (34.8%)	10 (26.3%)	12 (22.7%)	30 (26.3%)
2 months	...	2 (5.3%)	2 (3.8%)	4 (3.5%)
Policy not specific	2 (8.7%)	6 (15.8%)	6 (11.3%)	14 (12.3%)
Totals	23 (100.0%)	38 (100.0%)	53 (100.0%)	114 (100.0%)

neglect of duty and insubordination and shall be considered grounds for canceling the teacher's contract."

Period of compulsory absence prior to anticipated birthdate. One hundred, or 88.7 percent, of the 114 school systems which replied to this question have a specific policy regarding the length of time a pregnant teacher may continue on active duty after she becomes pregnant (see Table A). In 37 (32.5 percent) she may teach through the fifth month of pregnancy, which is four months prior to the expected birthdate. Thirty (26.3 percent) of the policies permit her to remain through the sixth month, while 19 (16.7 percent) set the end of the fourth month as the required date for beginning leave. In only two systems must a teacher begin maternity leave as soon as pregnancy is confirmed.

Many of the 100 policies which set a specific date for beginning maternity leave include a clause allowing for some flexibility to permit a teacher to complete a full semester or school year. One policy states, for example, that "if the three-months date occurs on or after the fifteenth calendar day prior to the last day of a semester, the effective date may, at the discretion of the school superintendent, be delayed until the first day of the succeeding semester."

Also found in a number of policies is the stipulation that a teacher who becomes aware of pregnancy before the fall school opening date may not begin the new school year.

Length of leave. As an examination of Columns 3 and 4 of the table beginning on page 6 will show, most maternity leave policies are fairly specific regarding when the leave must end. At the same time, however, there is a great deal of flexibility on this point. For example, a policy may state that a maternity leave is granted for a period of one calendar year, but it may also state that, under certain conditions, a teacher may return to service three months after her child is born--and this same policy may provide for an extension of one year beyond the original calendar year.

Of the 115 school systems reporting, all except one provided information regarding length of maternity leave granted. Table B summarizes their policies regarding the earliest a teacher may return after the birth of her child. Of the 61 which are specific on this point, the largest number (23) permit return after three months. Of the 53 which are not so specific, 31 leave the decisions to the physician or school officials, or both; 22 are so stated that it is not possible to categorize them.

In the table reporting leave provisions in individual systems, the first sentence in Column 3 indicates the period for which maternity leave is originally granted. Not all the replies made this clear, but of those which did, the period most frequently reported was one year (presumably a calendar year). Sometimes this is modified to permit the leave to extend through the semester in which the leave year

ends or to permit the teacher to return at the beginning of a semester which falls slightly short of the completion of the leave year.

In Column 4 of the system-by-system table are the replies regarding extension of maternity leave beyond the period originally granted. This does not refer to the provisions found in many policies for extension or renewal of leave in case of another pregnancy. It is the additional time granted after the original leave has expired, sometimes designated as "leave for care of child." The period of this extension most often reported is one year. Twenty-two of the reporting systems grant no extensions.

At least three-quarters of the responding school systems will modify their maternity leave regulations for a teacher who suffers a miscarriage or whose child dies. In such cases, and also when a mother returns from normal leave, it is almost always required that a physician's certificate accompany the application for return to service.

Leave for adoption of child. Fifty-seven of the 115 policies provide leave for a teacher who adopts a child. The length of this leave often corresponds to the period of absence permitted in the maternity leave policy after the birth of a child. A few school systems designate adoption leave as a long-term "personal

Table B

## SUMMARY: EARLIEST PERMISSIBLE RETURN FROM MATERNITY LEAVE

Provision for earliest return	Number and percent of systems reporting			
	Stratum 1	Stratum 2	Stratum 3	Totals
After birth:				
1 month	2 (8.7%)	1 (2.6%)	...	3 (2.6%)
2 months	5 (21.7%)	3 (7.9%)	2 (3.8%)	10 (8.8%)
3 months	3 (13.0%)	9 (23.7%)	11 (20.7%)	23 (20.2%)
4 months	4 (17.4%)	1 (2.6%)	3 (5.7%)	8 (7.0%)
5 months	...	...	2 (3.8%)	2 (1.7%)
6 months	...	5 (13.2%)	5 (9.4%)	10 (8.8%)
7 months	1 (4.4%)	...	...	1 (.9%)
8 months	...	...	1 (1.9%)	1 (.9%)
12 months	...	2 (5.3%)	1 (1.9%)	3 (2.6%)
Discretion of physician and/or school officials	7 (30.4%)	7 (18.4%)	17 (32.1%)	31 (27.2%)
Policy not specific	1 (4.4%)	10 (26.3%)	11 (20.7%)	22 (19.3%)
Totals	23 (100.0%)	38 (100.0%)	53 (100.0%)	114 (100.0%)

leave." One reported that the local adoption agency requires the prospective mother to resign. Fifty-five respondents stated that they have no provision for adoption leave.

Additional policies pertaining to maternity leave. One question on the inquiry form asked about the effect of a maternity leave on a teacher's status with respect to salary, retirement, and insurance.

Most of the school systems responding indicated that a teacher on maternity leave makes no progress on the salary schedule. However, eight checked "normal advancement," two allow normal advancement if the teacher has served one-half of the school year, and one will advance her if she has served 127 days. In Washington, D. C., a teacher who works only one day of the school year before going on maternity leave, receives credit for that year and advances normally on the salary schedule.

The questions regarding retirement and insurance status were interpreted differently by the various respondents, and it is not possible to report any accurate statistics on their replies. However, it is clear--as might be expected--that the large majority of systems suspend contributions to the teacher's retirement fund while she is on maternity leave and receiving no pay. In a few places, it appears that the teacher may elect to pay her own and the school district's contributions.

A number of respondents did not reply to the question on group insurance; others stated

that their systems do not have a district-sponsored plan. The majority of those who did reply indicated that the teacher may pay her own and the district's contribution to group insurance while she is on maternity leave.

Still another inquiry on the questionnaire asked whether a teacher is assured of her former or a similar position upon her return from leave. All except five of the replies indicated that she is assured of a similar position but not necessarily the same one she had before her leave. One of the five systems where the teacher is returned to her former assignment uses her as a substitute if she returns during the school year and assigns her to her former position at the beginning of the next school year.

Maternity leave for school personnel other than classroom teachers. Although the survey was designed to study leaves of absence provisions for classroom teachers primarily, participants were asked whether the maternity leave policies and procedures they reported apply also to other women personnel.

All except eight of the participating systems reported that the same policies apply to all women PROFESSIONAL personnel. In 66, these policies also cover women employees who are in NONCERTIFICATED positions. Thirty-five respondents indicated the policies reported for classroom teachers do not apply to noncertificated personnel, but it was not clear in these cases whether different regulations are set for those

(Text continued on page 24)

PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM  
TEACHERS, 115 SCHOOL SYSTEMS WITH 25,000 OR  
MORE ENROLLMENT

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension be- yond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
<b>ALABAMA</b>			
Birmingham, city schools (71,475)	Must request leave upon be- coming aware of pregnancy and must begin leave at end of sixth month.	Leave is for balance of school year.	Leave may be extended one year.
Jefferson County, Birmingham (63,201)	Must request leave as soon as physician verifies preg- nancy and must begin leave at end of sixth month.	Leave is for one school year. May return three months after birth, with physician's approval.	Leave may be extended one year.
Mobile County, Mobile (78,526)	Must begin leave four months prior to antici- pated date of birth.	Leave is for 18 months. May return three months after birth, with physi- cian's approval.	No extensions.
<b>ARIZONA</b>			
Phoenix Union High School District, Phoenix (26,918)	Date of beginning leave is at discretion of superin- tendent.	Length of leave is de- termined by superintend- ent.	No policy regarding exten- sions.
Tucson (47,656)	Must begin leave at begin- ning of fifth month.	Leave is for one year. May return earlier if physician approves and position is available.	Leave may be extended one ad- ditional year, at board's discretion.
<b>CALIFORNIA</b>			
Anaheim Union High School District, Anaheim (26,267)	Must begin leave in mid- pregnancy.	Length of leave varies	No set policy.
Glendale (23,998)	Must begin leave four months prior to anticipated date of birth.	Leave is for not less than one year. May return six months after birth.	Leave may be extended one year.
Hayward (29,324)	Must begin leave at end of sixth month.	Leave is for one school year. May return three months after birth.	Leave may be extended one additional year.
Long Beach (74,224)	Must begin leave at end of fifth month.	Leave is for one year. May return immediately after birth, with approval of physician and director of health service.	Leave may be extended an ad- ditional two years for care of child.
Los Angeles (607,110)	Must request leave by fifth month and must begin leave 3 months prior to antici- pated date of birth.	May return two months after birth, earlier with ap- proval of Health Services Branch.	Leave for care of own child may be approved up to the close of the semester in which the child reaches his third birthday.
Mt. Diablo School District, Concord (40,320)	Must request leave when aware of pregnancy and must begin leave three months before anticipated date of birth.	Leave is for balance of current year, plus follow- ing year. May return three months after birth providing health is satis- factory and position is available.	Leave may be extended one ad- ditional year for health reasons.
Oakland <sup>a/</sup> (64,389)	Must request leave as soon as pregnancy is confirmed and must begin leave two months prior to anticipated date of birth.	May return two months after birth, with approval of di- rector of health services.	May be extended under sick leave <sup>a/</sup>

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension be- yond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
CALIFORNIA (Continued) Pasadena (31,543)	Must request leave in fourth month and must begin leave at end of sixth month.	Leave is for one year. May return three months after birth if position is available.	Leave may be extended one additional year.
Richmond (30,870)	Must begin leave three months prior to anticipated date of birth.	Leave is for one year. May return earlier at discretion of superintendent and with approval of physician.	No set policy.
Riverside (25,040)	Must begin leave at end of fifth month.	Leave is for balance of current school year. May return earlier with physician's recommendation.	Leave may be extended one additional year.
Sacramento (49,867)	Must request leave when aware of pregnancy and must begin leave three months prior to anticipated date of birth.	Leave is for one calendar year. May return three months after birth, with physician's approval.	Leave may be extended one additional year, upon recommendation of physician.
San Bernardino (37,112)	Must request leave by end of fourth month and must begin leave by end of fifth month.	May return three months after birth.	Leave may be extended one year beyond birthdate year.
San Diego (117,102)	Must request leave when aware of pregnancy and must begin leave three months prior to anticipated date of birth.	Leave is for remainder of current school year. May return four months after birth with approval of physician.	Leave may be extended one additional school year.
San Francisco (91,557)	Must request leave not later than sixth month and must begin leave three months prior to anticipated birth.	Leave is for nine months. May return at beginning of semester in which leave would normally expire, with physician's approval.	Leave may be extended one year.
San Jose (29,538)	Must request leave when aware of pregnancy. Date of beginning leave depends upon teacher's physical condition.	Leave is for one year. May return earlier if physician approves and position is available.	Leave may be extended one additional year.
San Juan School District, Carmichael (49,100)	Must begin leave at end of sixth month.	Leave is for six months.	Leave may be extended one year for care of child.
Stockton (30,772)	Must request leave by end of fourth month and must begin leave at end of fifth month.	Leave is for balance of current school year.	Leave may be extended two years.
Torrance (32,066)	Must request leave prior to fifth month and must begin leave at end of fifth month.	Leave is for one year.	No extensions.
COLORADO Denver (96,521)	Must request leave before end of fourth month. Start of leave determined by assistant superintendent for personnel, with advice of Health Services Department.	Leave is for period before birth of child, plus one calendar year.	Leave may be extended for one additional year.



## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension beyond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
COLORADO (Continued) Pueblo (25,964)	Must request leave when aware of pregnancy and must begin leave four months prior to anticipated date of birth.	Leave is for two years. May return four months after birth.	No extensions.
CONNECTICUT Hartford (25,694)	Must begin leave at end of sixth month or, with physician's recommendation, at end of seventh month.	May return six weeks after birth of child, with physician's approval.	Leave may be extended; total leave may not exceed two years.
DISTRICT OF COLUMBIA Washington <sup>b/</sup> (140,300)	Must request leave by end of third month and must begin leave by end of fourth month.	Leave is for two years. May return two months after birth, with physician's approval.	No extensions.
FLORIDA Brevard County, Titusville (45,451)	Must begin leave by end of sixth month.	Leave is for remainder of school year, plus one full year. May return five months after birth.	Leave may be extended one additional year.
Broward County, Fort Lauderdale (81,230)	Must request leave as soon as physician verifies pregnancy and must begin leave at end of five months.	Leave is for one calendar year. May return three months after birth if health permits and position is available.	Leave may be extended one additional year.
Dade County, Miami (197,524)	Date of beginning leave is at discretion of immediate superior or at teachers own request.	Leave approved for one year at a time. May return any time after birth with approval of physician and immediate superior. <sup>c/</sup>	Leave may be extended to beginning of fall term following child's first birthday.
Duval County, Jacksonville (116,848)	Must request leave immediately upon being aware of pregnancy and must begin leave 12 weeks prior to anticipated date of birth, or six weeks before last day of attendance of students whichever is first.	Leave is for one year. May return six weeks after birth, with physician's approval.	Leave may be extended one additional year.
Escambia County, Pensacola (45,076)	Must begin leave at beginning of fourth month.	Leave is for one year. May return three months after birth, with physician's approval.	No reply
Palm Beach County, West Palm Beach (53,033)	Must begin leave at beginning of eighth month, earlier at discretion of immediate superior or at teacher's own request.	Leave is for remainder of school year. May return three months after birth, or earlier with physician's approval.	Maximum leave is for one school year; may be extended only for reasons of health.
Pinellas County, Clearwater (66,886)	Must begin leave at end of sixth month.	Leave is for one calendar year. May return six months after birth.	Leave may be extended one additional calendar year.
Polk County, Bartow (47,171)	Must begin leave at beginning of sixth month, earlier at principal's discretion or at teacher's own request.	Leave is for period before birth of child, plus one calendar year. May return four months after birth.	Total leave may not exceed three years.
Volusia County, DeLand (28,771)	Must begin leave four months prior to anticipated date of birth.	Leave is for entire school term. May return four months after birth.	Requests are considered for extensions up to one additional year.

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension beyond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
GEORGIA Atlanta (115,296)	Must request leave by end of fourth month and must begin leave by end of fifth month. <sup>d/</sup>	May return three months after birth. <sup>d/</sup>	Leave may be extended; total leave may not exceed three years.
DeKalb County, Decatur (62,814)	Must request leave in fourth month and must begin leave by end of sixth month.	Leave is for remainder of current school year or one full school year.	Leave may be extended one additional year.
Richmond County, Augusta (32,881)	Must request leave by end of fourth month and must begin leave by end of fifth month.	Leave is for 16 months. Earlier return is dependent upon physical condition and teacher supply.	No extensions.
Savannah-Chatham County, Savannah (41,976)	Must request leave when pregnancy is determined and must begin leave at least four months prior to anticipated date of birth.	Leave is for minimum of eight months. Earlier return is determined by Personnel Office after receiving report from physician.	Leave may be extended one additional year.
HAWAII, entire state (157,633)	Must request leave by end of fourth month and must begin leave by end of fifth month.	Leave is until beginning of new semester. May return two months after birth, with physician's approval.	Leave may be extended one year.
INDIANA Evansville-Vanderburgh School Corporation, Evansville (32,014)	Must request leave as soon as pregnancy is determined and must begin leave immediately.	Leave is for two years. May return earlier as a substitute.	No extensions.
Gary (47,914)	Must begin leave five months prior to anticipated date of birth.	Leave is for 17 months. Earlier return is at discretion of superintendent.	Leave may be extended one year for health reasons.
Indianapolis (102,740)	Must request leave in fourth month and must begin leave at end of fifth month.	Leave is for one year. May return four months after birth, with special approval.	Leave may be extended three years.
South Bend (35,627)	Must request leave in fifth month and must begin leave by end of fifth month.	Leave is until beginning of semester following child's first birthday. No policy regarding earlier return.	No policy.
IOWA Des Moines (44,156)	Must request leave by end of fourth month and must begin leave at end of fifth month.	Leave is for one year. No policy regarding earlier return.	Leave may be extended one additional year.
KANSAS Kansas City (25,020)	Must request leave within first three months and must begin leave by end of fourth month.	Leave is for one year. May return six months after birth with special approval of superintendent and approval of physician.	Leave may be extended 18 months.
Wichita (69,140)	Must request leave when aware of pregnancy and must begin leave at discretion of principal.	Leave is for one year. No set policy regarding earlier return. May not return during school year unless a vacancy exists.	Leave may be extended one additional year.
KENTUCKY Louisville (51,093)	Must begin leave by beginning of fifth month.	May return six months after birth.	Leave may be extended at least one year.

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension beyond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
LOUISIANA Caddo Parish, Shreveport (54,664)	Must request leave in second month and must begin leave six months prior to anticipated date of birth.	Leave is for 18 months. May return three months after birth, at discretion of superintendent.	Leave may be extended one additional year.
Calcasieu Parish, Lake Charles (29,438)	Must request leave in third month and must begin leave by end of third month.	Leave is for three semesters. May return three months after birth, at discretion of superintendent.	No extensions.
East Baton Rouge Parish, Baton Rouge (53,750)	Must request leave by beginning of fourth month and must begin leave at date determined by director of personnel.	Length of leave varies according to individual situation.	Extensions granted at discretion of director of personnel.
Orleans Parish, New Orleans (104,207)	Must request leave by beginning of fourth month and usually must begin leave by beginning of fifth month.	Leave is for two full school years. May return earlier if physician approves and position is available.	Leave may be extended one additional year.
MARYLAND Anne Arundel County, Annapolis <sup>e</sup> (54,091)	Must request leave by end of fourth month and must begin leave by end of fifth month.	Leave is for balance of current year. May return two months after birth.	Leave may be extended one year.
Baltimore, city schools (188,551)	Must request leave in third month and must begin leave by end of sixth month.	Leave is for 15 months. May return two months after birth with physician's approval.	Leave may be extended to September 1 following child's third birthday.
Baltimore County, Towson (105,687)	Must request leave by end of third month and must begin leave by end of fifth month.	Leave is for 18 months. No set policy regarding earlier return; physician's approval may be required.	No extensions.
Montgomery County, Rockville (101,962)	Must request leave when pregnancy is determined and must begin leave at date determined by director of personnel.	Leave is for 18 months. May return earlier with physician's approval.	No extensions.
Prince George's County, Upper Marlboro (102,503)	Must request leave as soon as pregnancy is confirmed and must begin leave by end of fourth month.	Leave is for 18 months. May return four months after birth.	No extensions.
MASSACHUSETTS Boston (93,175)	Must request and begin leave immediately upon being aware of pregnancy.	Leave is for 18 months. May return three months after birth.	No extensions.
Springfield (32,803)	Must begin leave three months prior to anticipated date of birth.	Leave is for 15 months. May return earlier at discretion of superintendent.	Extensions are granted at discretion of superintendent.
Worcester (31,373)	Must request leave by beginning of third month and must begin leave by beginning of fourth month.	Leave is for 18 months. May return two months after birth.	Leave may be extended at request of physician.

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension be- yond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
MICHIGAN Detroit (294,727)	Must request leave by end of third month and must begin leave no later than end of fifth month.	Leave is for two years. May return any time after birth with approval of physician and school system's medical officer.	Leave may be extended one additional year ("personal business" leave).
Flint (44,899)	Beginning of leave varies according to individual situations. Leave may begin any time after fourth month.	Leave is until end of semester or summer following third month after child's birth. May return three months after birth, with physician's approval.	Leave may be extended one additional year.
Lansing (29,228)	Must request leave when aware of pregnancy and must begin leave by end of fifth month.	Leave is for 16 months.	No reply.
MINNESOTA Minneapolis (71,546)	Must request leave by end of third month and must begin leave by end of fifth month.	Leave is for one year. May return earlier if superintendent recommends.	No extensions.
St. Paul (46,059)	Must request leave within a reasonable time after pregnancy is determined and must begin leave by end of fifth month.	Leave is for 18 months. No policy regarding earlier return.	Leave may be extended one additional year.
MISSISSIPPI Jackson (36,021)	Must request leave immediately upon being aware of pregnancy. Date of beginning leave is decided on individual basis.	Leave is for two school sessions. May return earlier with approval of physician.	Leave may be extended for one additional school session.
MISSOURI Kansas City (74,129)	Must begin leave five months prior to anticipated date of birth.	Leave is for one calendar year. May return four months after birth, with physician's approval.	Leave may be extended one additional year.
St. Louis (110,155)	Must request leave when aware of pregnancy and must begin leave 140 calendar days after the date of the beginning of pregnancy.	Leave is for 730 days. May return 28 days after birth.	Leave may be extended one year in case of illness connected with pregnancy.
NEBRASKA Lincoln (29,980)	No reply	Leave is for one year.	Leave may be extended one additional year.
Omaha (58,469)	Must request leave as soon as pregnancy is determined and must begin leave in mid-pregnancy.	Leave is for one year after birth. May return earlier with approval of physician and superintendent.	Leave may be extended one additional year.
NEVADA Clark County, Las Vegas (54,328)	Must begin leave by end of fifth month.	Leave is for one year. May return three months after birth, with physician's approval.	No set policy.

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return:	Provisions for extension be- yond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
NEW JERSEY Jersey City (35,130)	Must begin leave six months prior to anticipated date of birth.	Leave is for two years. Earlier return is deter- mined by superintendent and medical director.	Leave may be extended one ad- ditional year for care of child.
NEW MEXICO Albuquerque (70,326)	Must begin leave three months before anticipated date of birth.	Leave is normally for one year. Reinstatement de- pends upon availability of position. Physician's ap- proval required.	No set policy regarding ex- tensions.
NEW YORK Buffalo (73,321)	Must request leave when aware of pregnancy and must begin leave by end of fourth month.	Leave extends one year from date of birth. Earlier re- turn is at discretion of superintendent and physi- cian.	Leave may be extended one ad- ditional year.
New York (1,062,470)	Must request leave when aware of pregnancy and must begin leave by end of sixth month.	Leave is for four years from beginning of fall term following start of leave. May return any time after birth upon recommendation of the Medical Bureau and teacher's physician.	Leave may be extended with approval of supervisors con- cerned.
Rochester (45,153)	Must request leave by end of fourth month and must begin leave three months prior to expected date of birth.	Leave is for one year after birth. May return earlier, after physical examination, if position is available.	Leave may be extended two years for care of child.
Syracuse (30,046)	Must request leave when aware of pregnancy and must begin leave by end of seventh month.	Leave is for one year. Earlier return is by recom- mendation of health di- rector.	Leave may be extended one ad- ditional year.
Yonkers (28,146)	Must begin leave at begin- ning of fourth month.	Leave is for 24 months. May return 12 months after birth, or earlier at dis- cretion of superintendent.	No extensions.
NORTH CAROLINA Winston-Salem/Forsyth County, Winston-Salem (46,290)	Must request leave when pregnancy is determined and must begin leave by end of fourth month.	No reply	No reply
OHIO Akron (58,235)	Must request leave by end of fourth month and must begin leave by end of fifth month.	Leave is until child's first birthday plus re- maining portion of current semester. May return earlier with approval of superintendent and physi- cian.	Leave may be extended one or two additional semesters.
Cincinnati (88,440)	Must begin leave five months prior to antici- pated date of birth.	Leave is for five months prior to birth, plus one calendar year, and any re- maining portion of current semester. May return three months after birth if quali- fied teachers in her field are needed.	Extensions are at discretion of superintendent; renewals may not extend beyond five years.

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension be- yond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
OHIO (Continued) Cleveland (151,242)	Must request leave by end of third month and must begin leave at beginning of fifth month.	Length of leave varies. May return at discretion of physician, Bureau of Personnel, and husband.	Leave may be extended one or two years.
Columbus (101,569)	Must begin leave no later than 90 days prior to anticipated date of birth.	Leave is for balance of current semester, plus one additional school year. May return 90 days after birth, with physician's approval.	Leave may be extended one additional year.
Dayton (60,678)	Must request leave in fifth month and must begin leave by end of sixth month.	Leave is for one year. Earlier return is at discretion of Personnel Department and physician.	Leave may be extended one additional year.
Toledo (54,033)	Must begin leave by end of fifth month.	Leave is for one year. Earlier return depends upon circumstances and needs.	Leave may be extended one year for illness.
Youngstown (28,228)	Must request leave by end of fourth month and must begin leave by end of fifth month.	Leave extends to July 1 after child is three months old. May return three months after birth, with approval of physician and superintendent.	Leave may be extended one additional year.
OKLAHOMA Oklahoma City (74,195)	Must begin leave by end of third month.	May return six months after birth if physician approves.	Leave may be extended one year.
OREGON Portland (79,031)	Must request leave when aware of pregnancy and must begin leave at discretion of superintendent.	Leave is for one or two years. Earlier return is at discretion of superintendent.	If leave expires during school year, reassignment may be postponed until next fall term.
PENNSYLVANIA Philadelphia (277,890)	Must begin leave by end of fourth month.	May return four months after birth if position is available.	May be extended up to child's second birthday.
Pittsburgh (77,688)	Must request leave 150 days prior to anticipated date of birth and must begin leave at least 100 days prior to anticipated date of birth.	Leave is for 100 days, plus one calendar year after birth.	Leave may be extended one additional year.
RHODE ISLAND Providence (27,671)	Must request leave by end of fourth month and must begin leave by end of fifth month.	Leave is for one year. Earlier return is decided on individual basis.	Leave may be extended one additional year.
SOUTH CAROLINA Columbia (33,154)	Must begin leave when four and one-half months pregnant.	Leave is for one school year. May return earlier with statement from physician.	Leave may be extended one additional year.
TENNESSEE Chattanooga, city schools (27,453)	No set policy.	Leave is for one year. Earlier return is at discretion of superintendent.	No set policy.

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension be- yond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
TENNESSEE (Continued) Hamilton County, Chattanooga (28,000)	Must request leave in fifth month and must begin leave by end of sixth month.	Leave extends one semester after birth. May return four and one-half months after birth.	Leave may be extended two years.
Memphis (111,185)	Must request leave six months prior to anticipated date of birth and must begin leave by end of fourth month.	Leave is for 18 months. May return earlier with physician's approval.	Leave may be extended one year for child care.
Metropolitan School System of Nashville and Davidson County, Nashville (88,002)	Must begin leave by end of fifth month.	Leave is for balance of current term, plus two terms following. May return six months after birth.	Leave may be extended one year.
TEXAS Corpus Christi (42,412)	Must request leave when aware of pregnancy and must begin leave at beginning of next semester.	Leave is for one year. May return six months after birth.	Leave may be extended at discretion of director of personnel.
Dallas (142,575)	Must request leave in third month and must begin leave by end of fourth month.	Leave is for one year. No provision for earlier return.	No extensions.
El Paso (56,578)	Must request leave when aware of pregnancy and must begin leave by end of fourth month.	May return 30 days after birth, with physician's approval.	Leave may be extended through four semesters.
Fort Worth (76,885)	Must request leave by end of third month and must begin leave when pregnancy becomes evident.	Leave is for one year. May return three months after birth.	Leave may be extended for health reasons only.
Houston (210,573)	Must begin leave three months prior to anticipated date of birth.	Leave is for one year. May return three months after birth.	Leave may be extended one additional year for care of child.
UTAH Granite School District, Salt Lake City (53,216)	Must begin leave at end of sixth month.	Leave is for one year. May return at beginning of next school year.	No extensions.
Salt Lake City (39,562)	Must request leave by beginning of fifth month and must begin leave by beginning of sixth month.	Leave is for two years. No set policy regarding earlier return.	No extensions.
VIRGINIA Arlington County, Arlington (26,802)	Must request leave when pregnancy is determined and must begin leave by end of fourth month.	Leave is for one year. May return any time suitable vacancy exists.	Leave may be extended; total leave may not exceed 2½ years.
Fairfax County, Fairfax (88,390)	Must request leave when aware of pregnancy. Must begin leave at beginning of next semester.	Leave is for one year. No set policy regarding earlier return.	No extensions.
Henrico County, Richmond (29,409)	Must begin leave at end of third month.	Leave is for one year. May return earlier with physician's approval.	No extensions.

## PROVISIONS GOVERNING MATERNITY LEAVE FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Provisions governing beginning of leave	Length of leave (excluding extensions) and conditions governing earlier return	Provisions for extension beyond period originally granted (excluding extension for succeeding pregnancy)
1	2	3	4
VIRGINIA (Continued) Norfolk (56,578)	Must request leave by end of second month and must begin leave by end of fourth month.	No set policy with respect to length of leave. Return is subject to medical approval.	No regulation.
Richmond, city schools (43,633)	Must request leave when aware of pregnancy and must begin leave by end of fifth month.	Leave is for two years. No set policy regarding earlier return.	No extensions.
WASHINGTON Highline School District, Seattle (25,925)	Must begin leave four months prior to anticipated date of birth.	May return six months after birth.	Leave may be extended at discretion of board.
Seattle (99,921)	Must request leave by end of third month and must begin leave three months prior to anticipated date of birth.	May return at beginning of semester after child is six months old.	Leave may be extended one additional year.
Spokane (33,808)	Must request leave in fifth month and must begin leave by end of sixth month.	May return three months after birth.	Leave may be extended one year.
Tacoma (33,862)	Must request leave by end of fourth month and must begin leave by end of sixth month.	Leave extends to 18 months after birth. May return six months after birth if vacancy exists.	No extensions.
WEST VIRGINIA Kanawha County, Charleston (59,810)	Must request leave as soon as possible and must begin leave by end of fifth month.	Leave is for one school year. May return seven weeks after birth.	No extensions.
WISCONSIN Milwaukee (120,343)	Must request leave by sixth month and must begin leave by end of sixth month.	Leave is for three semesters. May return four weeks after birth.	No extensions.

## Footnotes:

a/ Oakland, Calif.: Maternity leave may be on a "voluntary" or "required" basis. "Voluntary" leave is granted upon request of the teacher for a period of one school year, and may be extended an additional two years; none of this leave may be deducted from sick leave. "Required" leave, for teachers who do not request "voluntary" leave, provides for an absence of at least two months before and two months after the child's birth; approval of the Director of Health Services must be obtained for return. If birth-related complications prevent a teacher on "required" leave from returning after four months' absence, she may be compensated under rules governing absence due to personal illness. Information in this table applies to "required" leave. Formal policy is reproduced on page 16.

b/ Washington, D. C.: A teacher going on maternity leave may use accrued sick leave with pay following her last day of service.

c/ Dade County, Fla.: In case of emergency or shortage of certain types of teachers, a teacher on maternity leave may (after birth of child and with physician's approval) do part-time or substitute work prior to the expiration of her leave.

d/ Atlanta, Ga.: Written application for leave must be made at least one month prior to the beginning of leave. If a teacher fails to request leave early enough to comply with stated policy, she may forfeit the right to return from leave earlier than 12 months after the birth of the child.

e/ Anne Arundel County, Md.: A teacher taking leave of absence for maternity is entitled to cumulative sick leave credit.



## SAMPLE MATERNITY LEAVE POLICIES

OAKLAND, CALIFORNIA

Voluntary maternity leave, for pregnancy and for convalescence after childbirth, may be granted a teacher upon request as an elective leave for a period of one school year and may be extended on request for a period not to exceed two years. Such leave shall be without compensation or credit toward service and shall not be considered as personal illness. A teacher who does not request voluntary maternity leave will be required to take maternity leave without pay as follows:

As soon as pregnancy has been confirmed, the teacher shall furnish the Superintendent's Office with a statement of expected date of delivery on Maternity Leave form which will be signed by her attending physician.

Required maternity leave must begin two months prior to the delivery date and continue for a minimum of two months after delivery, making a total of at least four months absence. If in the judgment of the principal, the teacher is unable to carry out her duties in a satisfactory manner without excessive absence, she may be required to take maternity leave earlier than the two-month period stipulated above.

Teachers on required maternity leave may not return to duty without the approval of the director of health services of the Oakland Unified School District. Complications due to pregnancy and delivery requiring absence beyond the four months stipulated above may, upon approval of the director of health services, be considered as personal illness and may be compensated for under rules governing absence due to personal illness.

\* \* \*

SACRAMENTO, CALIFORNIA

When a maternity leave is granted, the employee shall be transferred to an unassigned status, thus assuring the employee of a position in the same classification, wherever needed in the district, at the time of return, but not necessarily in the same position.

A certificated permanent or probationary employee shall request a maternity leave of absence or give notice of intention to resign immediately upon medical diagnosis of the condition of pregnancy. A doctor's statement is required giving expected date of confinement.

A maternity leave of absence may start, or a resignation may become effective at any time during the period of pregnancy but one or the other must become effective not later than three months prior to the expected date of confinement; provided, however, that if the three months date occurs on or after the 15th calendar day prior to the last day of a semester, the effective date of leave or resignation may, at the discretion of the superintendent, be delayed until the first day of the succeeding semester.

A certificated employee on maternity leave may return to teaching service only at the beginning of any school year or semester which commences at least three months after the birth of the child, upon the presentation of a physician's written statement indicating the employee is physically fit to return to active service.

In case of a miscarriage, a certificated employee on maternity leave may be permitted to return to active service, if a position is open, and upon the recommendation of the superintendent, and upon the presentation of a physician's written statement that such employee is physically fit to return to active service.

The maximum length of any one maternity leave shall be one calendar year from the effective date of such leave; provided, however, that an extension may be granted for a second calendar year at the discretion of the superintendent, based upon the written recommendation of a physician that such extension is necessary for the health of the mother or child.

Sick leave on full pay will not be granted to a certificated permanent or probationary employee for illness directly a result of pregnancy.

\* \* \*

## SAMPLE MATERNITY LEAVE POLICIES (Continued)

SAN BERNARDINO, CALIFORNIA

A maternity leave shall be for a total period of not less than seven calendar months. The leave should start not less than four calendar months before the expected birth of the child as certified to the Assistant Superintendent-Personnel by the attending physician.

A maternity leave should terminate at the end of seven calendar months from the date of beginning by assigning the employee the first available position for which she is qualified. The district would be under no obligation to create such a vacancy except at the beginning of a new school year or semester. Contract substitute is considered as a position for which she is qualified, except at the beginning of a new school year.

If the beginning or termination of a maternity leave falls within the month at the beginning or end of a year, a semester, or an extended holiday, the Assistant Superintendent-Personnel may adjust the actual date of the leave with the understanding that such an adjustment should be reflected in the total leave period.

Maternity leaves for a period of time to exceed seven calendar months should be considered individually only upon the written request of the employee. Extension will be granted for one full school year beyond the birthdate year upon request of the teacher.

In the event of the death of the child in the period during which the leave is requested, the employee may be returned to service if proof of satisfactory health is verified by a physician.

No salary will be paid by the district for the period of service covered by the leave.

The employee should mail in a request for leave to the Personnel Division at least one month prior to the requested date of leave, with a statement from her physician giving the estimated date of delivery. The employee will be notified by the Personnel Division as to the official approval of the leave.

\* \* \*

SAVANNAH-CHATHAM COUNTY, GEORGIA

In all cases of maternity, married women on contract employed by the Board of Education must apply to the Specialist - Personnel Planning, in writing, for maternity leave as soon as pregnancy is determined. This leave will take effect not less than four months prior to the birth of the child or when the teacher's condition is such that the best interest of the school will be served. Such leaves of absence, when granted, are for a minimum period of eight months from the effective date of leave. Those obtaining leaves of absence under the provisions of this rule will not receive salary from the effective date of said leave until their return to active duty in the school system.

Such leaves of absence may be extended by the Specialist - Personnel Planning beyond the minimum period of eight months when the effective beginning date of leave falls during September or October or the effective expiration date falls during April or May, but in no case longer than for a period of one calendar year.

In all cases of leaves of absence granted under the provisions of this rule, the employee must notify the Specialist - Personnel Planning in writing of her intention to return to work and must submit a report of physical examination, in addition to the birth certificate of the child, at least thirty days prior to the expiration of the leave. Her return to work will be permitted only at the beginning of the school year following the expiration of the leave or at the next vacancy occurring during the school year reasonably comparable to prior position.

The Board of Education assumes no responsibility for assigning personnel on maternity leave immediately upon return or for reassigning them to their former school or grade level.

In the event of the granting of a leave of absence under the provisions of this rule, if an interrupted pregnancy or the death of the child should occur prior to the expiration of the said leave of absence, the employee may be permitted to return to active duty at the beginning of the next school year or at the next vacancy occurring during the school year reasonably comparable to

## SAMPLE MATERNITY LEAVE POLICIES (Continued)

SAVANNAH-CHATHAM COUNTY, GEORGIA (Continued)

the prior position, provided thirty days' written notice of such intention to return is filed with the Specialist - Personnel Planning. A written report of the physical examination, accompanied by the physician's statement that the employee is physically able to return to active duty, is required. After obtaining a maternity leave of absence, the employee will return to the salary level held prior to the leave of absence. Only two maternity leaves may be granted in any five-year period. Maternity leaves may be granted in cases of adoption of children under one year of age. Any employee not complying with the terms of maternity leave may forfeit her status with the Board of Education.

Teachers on probation are not eligible for maternity leave but may apply to resume teaching after the child is one year of age.

Teachers who are not eligible for maternity leave must notify the Specialist - Personnel Planning in writing as soon as pregnancy is determined. Medical verification, giving expected date of delivery, must accompany the written notification of pregnancy. The teacher must submit written resignation to take effect not less than four months prior to the expected birth of the child or when the teacher's condition is such that the best interest of the school will be served.

\* \* \*

HAWAII

When to file leave request. The leave request together with a doctor's certificate must be filed with the principal five months prior to confinement.

When to go on leave--penalty for failure to comply. The employee must go on maternity leave not later than four months prior to confinement. Failure of a teacher to comply with this policy will subject her to loss of her guarantee of return to her former school. Replacements for such vacancies will be appointed on a semester-to-semester basis only.

Determination of beginning date of leave. The four-month calendar period will be used. If the terminal day occurs on Wednesday to Friday, the leave will become effective the following Monday. If the beginning date of the leave falls on or after November 25, the teacher may finish the calendar year. If the beginning date of the leave falls within three weeks of the end of the first semester, the teacher may finish the semester and if on or after May 15, the teacher may finish the school year.

Regular return from leave with guarantee. A teacher shall be guaranteed return to her former school at the beginning of the semester following her leave if her child is at least two months old and provided she is certified as fit for duty by a licensed physician. In case a second child is born or if presence of mother is required at home, the leave may be extended one year in which case the guarantee will be to the district only, provided the request is made at least thirty days before date of guaranteed return. The same eligibility rule with reference to return from leave as in the case of the first child shall apply.

Miscarriage before commencement of leave. A teacher is eligible to return to duty when certified as fit for duty by a licensed physician.

Return from leave after miscarriage or death of child. In case of miscarriage or death of child while on leave, a teacher is eligible to, but not guaranteed, return to duty when certified by a licensed physician. The guarantee is effective at the beginning of a semester provided the teacher gives at least sixty days written notice of desire to return. The same eligibility rule mentioned above with reference to return from leave shall apply.

Successive leaves. A maternity leave may follow a health leave, a professional improvement leave, or a sabbatical leave and may be followed by any of these on a guaranteed basis.

Professional employees. The maternity leave policy for the certificated personnel shall be the same as for teachers.

## SAMPLE MATERNITY LEAVE POLICIES (Continued)

HAWAII (Continued)

Leave for adoption of child. A teacher who adopts a child may be granted a leave of absence provided the child is less than one year old at time of adoption. This leave is not compulsory. This leave may not exceed two years in length. A written request must be filed one month prior to the effective date of the leave. The duration of the leave shall be included in the leave request. Return to the former school is guaranteed provided that the teacher returns to service at the beginning of a semester.

\* \* \*

EVANSVILLE-VANDEBURGH SCHOOL CORPORATION, INDIANA

As soon as a teacher shall become aware of the fact that she is to become a mother, she shall forthwith apply for, and at once accept, a leave of absence for a period of two years. Failure to do so shall be deemed neglect of duty, and an act of insubordination, and shall automatically cancel the teacher's contract. At the beginning of the semester following the termination of her leave of absence she may be returned to her position if the Board of School Trustees, in its discretion, thinks that her return is wise.

A teacher who is on a two-year maternity leave of absence may, within a reasonable length of time following the birth of her child, make application to have her name placed on the substitute list to do casual substitute teaching. In no case may such a teacher do more than a total of 30 days of substitute teaching in any one school year.

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MONTGOMERY COUNTY, MARYLAND

Any married woman employee who becomes pregnant (or who has determined that she shall become an adoptive parent) shall resign or request leave of absence, without salary, at an appropriate time, which shall be determined by the director of personnel after consultation with the employee and the appropriate school officials. The employee's consistent ability to perform in her professional capacity and in the best interests of the instructional program of the students involved will be a determining factor in making the judgment as to how long she may continue in a regular assignment. The employee shall be responsible for notifying the director of personnel, in writing, as soon as the pregnancy (or the adoption) has been determined. Only those employees on tenure may be granted maternity (and adoption) leave, which shall not exceed eighteen months.

Returning from leave. Upon receipt of written request for reassignment, the employee shall be reassigned when there is a vacancy for which she is qualified.

Benefits. Employees may contribute to the retirement system and to the Employee Benefit Plan while on leave.

Employee's responsibilities:

1. As soon as pregnancy has been determined, the employee shall advise both her cognizant supervisor or administrator and the Department of Personnel of her intent to request maternity leave or to resign. Leave should be requested on an appropriate form; resignation should be submitted by letter. A conference with the Director of Personnel should be arranged immediately in order to establish the particular date when the leave or resignation will become effective.
2. In the event of adoption, the employee should determine, in consultation with appropriate agency personnel responsible for adoptive placement, when such placement is to be scheduled, and then advise the Department of Personnel regarding the date.
3. The employee should allow at least one month between the date of her written advisement of intent to resign or to be granted leave and the effective date of the resignation or leave.

## SAMPLE MATERNITY LEAVE POLICIES (Continued)

MONTGOMERY COUNTY, MARYLAND (Continued)

4. The employee should submit with her request for leave a statement from her physician or the adoption agency verifying the pregnancy or adoption and indicating the anticipated date of birth or adoption and, in the case of pregnancy, a statement attesting to the employee's physical fitness to perform her assignment.
5. A pregnancy or adoption determined during June, July, or August should be reported immediately by the employee to the Department of Personnel so that an appropriate replacement can be found.
6. If pregnant, an employee should not accept a teaching assignment in September unless she is able to teach throughout the first semester of the school year.
7. Regarding benefits while on leave, those employees who elect to continue to contribute to the retirement system and/or the Employee Benefit Plan will be mailed invoices. Retirement contributions will be payable monthly to the Board of Education of Montgomery County one month in advance of the date due. In lieu of contributions monthly, employees may elect to pay directly to the Maryland Teachers' Retirement System, Baltimore, Maryland, the total sum of such contributions with interest at the time they return from leave and are reassigned. Contributions to the Employee Benefit Plan will be payable quarterly. If payments are not made, all benefits will be canceled.
8. In order to return from leave, the employee should submit a request in writing to the Director of Personnel at least one month before the date when she desires to be assigned a position. The request must be accompanied by a health certificate from her physician, attesting to the physical fitness of the employee to perform her duties. After the eighteenth month of leave, the contract of the employee will be automatically terminated.

Cognizant administrator's and supervisor's responsibilities:

1. The cognizant administrator or supervisor should determine whether the anticipated effective date of leave or resignation is reasonable, considering the employee's health, her responsibilities with the school system, and the availability of a competent replacement for the employee.
2. The request for leave or notification of resignation should be forwarded immediately to the Department of Personnel by the administrator or supervisor with his recommendations.
3. In the event that, after the leave has been approved or the resignation has been accepted, an earlier or later effective date of leave or resignation is necessary, the administrator or supervisor should immediately advise the Department of Personnel in writing so that appropriate action can be taken.

Department of Personnel's responsibilities:

1. After consultation with the employee and the cognizant administrator or supervisor, the Director of Personnel shall determine an effective date of leave or resignation and advise the employee.
2. If, after eighteen months, the employee has not applied for an assignment, the Director of Personnel shall automatically terminate the employee's contract and advise the employee of this action.
3. After the birth or adoption of the child and after receipt by the Director of Personnel of a written request from the employee, the employee may be reinstated with the approval of the Superintendent, provided a health certificate from her physician is submitted attesting to the physical fitness of the employee to perform her duties. The employee returning from leave shall be reassigned when there is a vacant position for which she is qualified.

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## SAMPLE MATERNITY LEAVE POLICIES (Continued)

MINNEAPOLIS, MINNESOTA

Any married woman teaching in the Minneapolis Public Schools who has completed probationary employment shall be granted a leave of absence for maternity.

Written notice of the approach of maternity must be given by the teacher at least six months before the birth of the child. The leave must begin not less than four months before the birth of the child and must extend at least eight months thereafter, unless it is to the advantage of the service that the period be shortened and the superintendent so recommends.

Teachers may return from maternity at the beginning of school in September or at the beginning of the second semester. Teachers in the elementary school may also return at the time the schools reopen in January after the Christmas holidays.

A maternity leave shall expire at the end of the period of compulsory absence, and if a request for return from leave is not received before the expiration date it shall be considered a resignation. Extension of maternity leaves shall not be granted. If one maternity leave of absence has been granted, one year must elapse before another leave of absence for the same reason shall be permitted.

Death of the child may terminate the leave, and the teacher may be re-employed if there is a position to which she may be reappointed with advantage to the service.

The position which the teacher held just prior to her compulsory leave will not be kept open for the teacher if it is to the advantage of the service to fill the position with a regular teacher.

\* \* \*

BUFFALO, NEW YORK

As soon as any employee who is a married woman shall become aware of her pregnancy, she shall notify the Superintendent of Schools immediately and shall apply for and receive a leave of absence without pay to be effective beginning not later than the end of the fourth month of pregnancy and extending for a period of one year from the date of birth. No such employee shall continue in service beyond the fourth month of pregnancy. Upon application of the employee, an extension of such leave may be granted for a period not to exceed one year.

An employee on maternity leave who may desire to return to service prior to normal expiration of her maternity leave may submit a written request for the consideration of the Superintendent, requesting such an earlier termination date. Such a request is to be accompanied by a supporting statement from her physician indicating that the individual is physically able to resume her regular duties.

In any case where a maternity leave has been granted, the employee shall notify the Superintendent of Schools in writing, at least one month prior to termination of such leave, of her intention to return, resign, or to apply for an extension of the leave. Failure to so notify the Superintendent shall be deemed a resignation.

In the case of a teacher, the Superintendent is authorized to adjust the date of return from such a leave to coincide with the beginning of a school term, or with the best interest of the pupils at the time.

In any case where a subsequent pregnancy occurs before the expiration of either the original leave or the optional extension of such leave, the employee is to apply for a new maternity leave without pay, as provided in these regulations.

Failure to meet any of the above shall be deemed a neglect of duty and an act of insubordination.

## SAMPLE MATERNITY LEAVE POLICIES (Continued)

BUFFALO, NEW YORK (Continued)

A leave of absence without pay may be granted to care for an adopted child as follows:

If the child adopted is less than one year old at the time of adoption, said leave shall not exceed one and one-half years. Otherwise such leave shall not exceed one year. Upon application of the employee, an extension of such leave may be granted for a period not to exceed one year. In the case of a teacher, the Superintendent is authorized to adjust the date of return from such leave to coincide with the beginning of a school term. In all cases where a leave to care for an adopted child has been granted, employees shall notify the Superintendent of Schools in writing, at least one month prior to termination of such leave, of their intention to return, resign, or to apply for an extension of the leave.

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SCHOOL SYSTEMS WHICH REPORTED NO MATERNITY LEAVE  
PROVISIONS FOR CLASSROOM TEACHERS

Montgomery County, Ala.  
Bibb County, Ga.  
Muscogee County, Ga.  
Rockford, Ill.  
Fort Wayne, Ind.  
Grand Rapids, Mich.  
Greensboro, N. C.  
Shelby County, Tenn.  
Amarillo, Texas  
Lubbock, Texas  
Pasadena, Texas  
Newport News, Va.  
Virginia Beach, Va.  
Racine, Wis.

NOTE: The following items on maternity leave constituted one section of a more extensive questionnaire which also covered sick leave, sabbatical leave, and short leaves of absence for classroom teachers.

QUESTIONNAIRE  
FORM

LEAVES OF ABSENCE FOR CLASSROOM TEACHERS

1. In what month of pregnancy must a request for maternity leave be presented? \_\_\_\_\_
2. At what point in her pregnancy must a teacher begin leave? \_\_\_\_\_
3. What is the total length of the period for which maternity leave is granted (including the months prior to the child's birth, but excluding any extensions that may be granted)?  
\_\_\_\_\_
4. If a teacher may return before the period of leave has expired, how soon after the child's birth may she do so, and under what circumstances? \_\_\_\_\_  
\_\_\_\_\_
5. Under what circumstances, and for how long, may leave be extended beyond the period originally granted? \_\_\_\_\_
6. Are maternity leave provisions modified in case of miscarriage or death of the child? Explain: \_\_\_\_\_
7. Is there any provision for "maternity" leave for a teacher who adopts a child? Explain: \_\_\_\_\_  
\_\_\_\_\_
8. How does maternity leave affect a teacher's:
 

Placement on the salary schedule?	Normal advancement while on leave	_____
	No advancement while on leave	_____
Retirement status?	District continues to contribute	_____
	District suspends contributions	_____
	Teacher may pay own and district's contribution	_____
	Other (explain)	_____
Status in district-sponsored group insurance plan?	Insurance continued	_____
	Insurance suspended	_____
	Teacher may pay own and district's contribution	_____
	Other (explain)	_____
9. Upon return from maternity leave, is a teacher assured of: Her former position? \_\_\_\_\_  
A similar position? \_\_\_\_\_
10. Are nontenure teachers eligible for maternity leave? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Do the above policies and procedures apply to other employees, as well as to teachers?
 

All PROFESSIONAL employees?	Yes _____	No _____
NONCERTIFICATED employees?	Yes _____	No _____
12. Please enclose a copy of your maternity leave policy.



in noncertificated positions, or whether there are no maternity leave provisions for these persons.

Of special interest. Among the somewhat unique features of maternity leave policies which came to light in the course of this study are the following:

- The Cleveland, Ohio, policy gives a teacher's husband a voice in deciding whether or not the time has come for her to return to service from maternity leave. His agreement must accompany the recommendations of the physician and the Bureau of Personnel.
- "Paternity" leave is appearing in an increasing number of leaves of absence policies. An example: "One day with pay shall be granted the prospective father on 'the' day or on 'take home' day."
- In the Evansville-Vanderburgh School Corporation (Indiana), a teacher is required to take maternity leave for a full two years. However, the policy provides that, within a

"reasonable" length of time following the birth of her child, she may be placed on the list to do "casual" substitute teaching for not more than 30 days in any one school year.

- The policy in Lansing, Michigan, contains a special provision to cover an interrupted pregnancy which occurs before a teacher has started her maternity leave. She may be granted leave for a period not to exceed three months.
- At least two policies (Washington, D. C., and Anne Arundel County, Maryland) permit teachers, if they so desire, to use accumulated sick leave in the weeks immediately after they leave the classroom for reason of maternity.

Sample policies. It is hoped that the sample policies beginning on page 16 will be helpful to persons engaged in revising or establishing a maternity leave policy. The samples have been selected, not as recommended "models," but to show the variety of detail that may be included in a written policy.

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