



Department of Human Resources
9361 S 300 E, Sandy, Utah 84070
(801) 826-5452

Request for Maternity Leave

Name: _____ Employee ID #: _____

Home Address: _____

City, State, Zip Code: _____ Phone Number: _____

Email Address: _____

School/Department: _____ Assignment: _____ Hire Date: _____

Last working day before leave begins: _____ Number of days requested: _____

1. Employees who qualify for paid leave benefits, who donated to the Sick Leave Bank that school/contract year and are giving birth, qualify for up to six (6) consecutive calendar weeks (30 days) of paid Maternity Leave for a vaginal delivery or eight (8) weeks for a cesarean section.
2. Other District leave options, both paid and unpaid, may also be used for additional leave for the mother's recovery; i.e. Family Sick, Sick, Sick Bank, Personal, Alternative, Vacation, Non-Paid Personal Leave, or FMLA Non-Paid Personal Leave.
 - 2.1. The American Medical Association's (AMA) standard recovery for the mother is six (6) calendar weeks for a traditional birth.
 - 2.2. Any additional leave used beyond the AMA standards must fall under the regulations of Policy 410.04-Employee Leave (Licensed) or 420.04-Employee Leave (ESP) and/or Policy-400.26-Family Medical Leave.

In order to be eligible for the Maternity Leave you must:

- Donate one day of sick leave to the Employee-Funded Sick Leave Bank for the school year in which you are applying; and
- Provide medical certification bearing an original signature from your doctor; and
- Complete and submit an application for Family Medical Leave Act (FMLA)

I hereby agree to repay any compensation paid from the Maternity Leave I have used, at my daily rate of pay, if I terminate my employment with the district for other than medical reasons before completion of the current contract year. I understand if I have submitted a resignation for the current contract year, I am ineligible for Maternity Leave.

(By signing your name, you agree the information in this form is accurate)

Employee's Signature

Date