

2.1.8

Issued: April 14, 1999

SUBJECT: MATERNITY LEAVE

Brewton-Parker College offers up to 12 weeks of unpaid maternity leave to its eligible employees. An employee is eligible for leave if she/he has worked full time for the College for at least 12 continuous months prior to requested maternity leave. This leave is available to an employee caring for a child following his/her birth or adoption. Employees requesting leave will be required to use accrued vacation or other personal time as part of the 12 weeks. The employee is obliged to give at least 30 days notice of any foreseeable leave.

During the leave period, the College will continue to pay its part of the employee's premium payments under its group health insurance plan. The employee must reimburse the College the amount of these premium payments if he or she does not return to work at the expiration of the leave period. If the employee has opted to include dependents under his or her health insurance plan, to avoid a lapse in coverage, premiums for the dependent(s) must be paid prior to the due date for premium remittance during the period the employee is on leave.

Upon return from leave, the employee is entitled to his or her former position or an equivalent position with equivalent pay and benefits. However, the College may, in its discretion, deny an employee, who is among the highest paid ten percent of the College's personnel, the right to return to his or her job if the denial is necessary to prevent substantial and grievous economic injury to the operation of the College.

Contact for Interpretation: Chief Financial Officer

This policy statement supersedes all previous
policy statements on this subject.