



MATERNITY LEAVE

For all full-time regularly scheduled employees, maternity leave is treated as any other short-term disability and will be paid according to the terms of the Short Term Disability Policy. An employee may work for as long as is permitted by her physician. If it is medically necessary for her to stop working before her due date, Short Term Disability leave will begin at that time. The employee may return to work when medically approved to do so. Maternity leave will begin upon the birth of the baby. If, at that time, or any time during the medically necessary leave, the employee runs out of Short-Term Disability and PAL, the employee will be granted leave without pay.

The customary amount of time allowed for maternity leave is six (6) weeks for a vaginal delivery and eight (8) weeks for a cesarean section for employees who have been employed by the College for at least one (1) year. If additional time off is requested, but is not medically required, an employee may use her accumulated available PAL with her supervisor's approval, or she may take leave without pay in accordance with the Family Medical Leave Act.

For faculty members who deliver babies over the summer vacation, maternity leave begins from the date of delivery. Short Term Disability, which is the pay part of the leave, runs concurrently with the maternity leave but begins on September 1 (the renewal date for contracts.) In the case of faculty, Short Term Disability may be extended, at the discretion of the College, for a period not to exceed one semester.

In all cases, Virginia Wesleyan College will abide by any and all applicable federal and state laws.