

SPENCER COUNTY PUBLIC SCHOOLS
Board of Education Agenda Item

Item # _____ Meeting Date January 25, 2021

Topic/Title Maternity Leave Request

Presenter _____

Origin

_____ Topic presented for information only (*no board action required*).

_____ Action requested at this meeting.

X Item is on the consent agenda for approval.

_____ Action requested at future meeting, _____ (date).

_____ Board review required by –

_____ State or federal law or regulation

_____ Board of Education policy

_____ Other _____

Previous Review, Discussion or Action

_____ No previous Board review, discussion or action

_____ Previous review or action

Date _____

Action _____

Background/Summary of Information

Maternity leave request for Katie Finn.

Impact on Resources (REQUIRES FINANCE OFFICER'S INITIALS OF REVIEW)

_____ Finance Officer

Timetable for Further Review or Action

SUPERINTENDENT'S RECOMMENDATION

Recommend based on -

Policy 03.2233 – Classified Personnel – Maternity Leave

Paid Sick Leave - An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

Unpaid Maternity Leave - On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year. Thereafter, leave may be extended in increments of one (1) year.

Thomas, Diana

From: Finn, Katie
Sent: Friday, January 22, 2021 12:07 PM
To: Thomas, Diana
Subject: Maternity Leave

PERSONNEL

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Maternity/Adoption/Childrearing Leave Request

**THIS AFFIDAVIT IS ESSENTIAL FOR PAYROLL PURPOSES. PLEASE COMPLETE THE FORM AND
RETURN IT AS DIRECTED BY THE PRINCIPAL/DESIGNEE.**

**MATERNITY/ADOPTION/CHILDREARING LEAVE: GRANTED UNDER TI
POLICY 03.1233.**

Estimated dates of leave: 1/12/2021
2/24/2021

Check one:

- ☐ Paid maternity leave. Number of sick leave days _____
☐ Unpaid maternity leave
☐ Paid birth or adoption leave, not to exceed thirty (30) days. Number of sick leave days _____
☐ Unpaid childrearing leave



Signature of Superintendent/Designee

Katie M. Finn
Employee's Signature

1/22/2021
Date

Review/Revi: