

DIRECTIONS FOR COMPLETING
APPLICATION FOR MATERNITY/ADOPTION LEAVE

LEAVE OF ABSENCE

A Leave of Absence form is required for application for maternity leave. The leave must state the beginning and ending date of the leave, and the number of accumulated sick and personal days to be used. You may use your accumulated sick days for the *period of physical disability only as verified by your physician on the Medical Confirmation Form*. If this information is not provided, no sick or personal leave days will be allocated and absences will be unpaid. Sick Bank Days are not available for normal pregnancy.

If your baby comes earlier than expected, you **must file an amended leave form** indicating your new leave dates. Failure to file a correct leave may result in inaccurate computation of your salary and of your replacement's contract. If you have any questions regarding completion of these forms, please contact Human Resources at 321-2545.

Board Policy 4208.2

Board Procedure 4208.2

RETURN ALL FORMS TO:

HUMAN RESOURCES
SHELBY COUNTY SCHOOLS
160 SOUTH HOLLYWOOD
MEMPHIS, TN 38112