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**CHILD CARE LEAVE POLICY**

This policy shall apply to all employees of the Sharon Springs Central School District who are not covered by a collective bargaining agreement, or whose collective bargaining agreement does not address child care leave.

Upon written request, an employee shall be granted a leave of absence without pay for the purpose of caring for a newborn or newly adopted pre-school child for a period of not more than two years. Such leaves must be requested at least thirty (30) days prior to the commencement of the leave. Child care leaves will be granted without pay or benefits except as otherwise required by the Family and Medical Leave Act ("FMLA").

Disability or illness, during and as a result of pregnancy and child birth, but prior to the commencement of an unpaid child care leave, will be regarded in the same manner as any other disability or illness. Sick leave shall not be used during an unpaid leave of absence for child care purposes. Sick leave may only be used for the time period for which a physician certifies the employee to be physically disabled due to pregnancy or childbirth and only to the extent that the employee has sick leave days available. The employee shall be entitled to commence an unpaid child care leave after such period of disability.

An employee on child care leave must notify the Superintendent 90 days before the expiration of such leave as to whether (s)he is returning to work.

Child rearing leave will result in an interruption of a probationary appointment and will not be counted for seniority purposes except as otherwise required by the local Civil Service Rules or other laws. Employees on such leave who are not entitled to the continuation of health insurance benefits under the FMLA may continue health insurance at their own cost provided premiums are paid in the District on a monthly basis, in advance.