Maternity/Paternity Leave

A leave of absence without pay for a period of up to one (1) year can be granted for the birth or adoption of a child. Any accrued leave may be used for all or any part of such leave. You should notify Human Resources in writing three (3) months prior to the date the leave is anticipated to begin.

An employee granted such leave will retain all benefits as if she/he were in regular service. An employee on such leave shall be permitted to make the employee’s and the College’s regular contributions to all benefits requiring such contributions unless prohibited by Wisconsin Statutes or by the agency or company involved. She/he shall continue to accrue seniority for salary increments and all other purposes where seniority is a factor; and, his/her absence shall not be construed as a break in service for the college, though there could be break in service for WRS consideration.

When and where appropriate the supervisor and employee may consider flexible scheduling options, partial leave, etc., in order to address work needs. The occasional and/or temporary return to work will be mutually agreed upon by supervisor and employee.

Upon return, the employee shall be placed in the employee’s original position, or the College will make every reasonable effort to find a suitable position in the District. Human Resources may request a medical report indicating fitness for work before reinstating the birth mother.