

PERSONNEL 3.0

Attendance and Leave -- 3.3

Maternity Leave -- 3.3.e

Date Issued: December 31, 1998

**Date Last
Revised:**

Signature:

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Assistant Commissioner
Bureau of Health Services

POLICY

Any female employee who is employed in state service as a full-time employee shall be granted maternity leave for a period not to exceed four (4) months following the birth of a child.*

APPLICABILITY

This policy applies to all employees of the Bureau of Health Services.

PURPOSE

To provide leave from employment to female employees* for the purpose of bonding with a newly born child.

PROCEDURE

Any employee who gives at least three (3) months advance notice of her anticipated date of departure for maternity leave, length of maternity leave, and intention to return to full-time employment after maternity leave, shall be restored to her previous or a similar position with the same status, pay, length of service credit and seniority as of the date of leave. Benefits and rights provided shall not be forfeited if the employee is prevented from giving three (3) months advance notice due to a medical emergency which necessitates the maternity leave beginning earlier than anticipated.

Maternity leave may be with or without pay. Leave may be used in accordance with current policy of the Department of Personnel. Maternity leave shall not affect the employee's right to receive benefits or other rights of employment; however, costs, where applicable, of any of these benefits shall be borne by the employee if in a without pay status.

Employees, both male and female, who are considering taking maternity leave for the birth of a child or leave for adoption or foster care placement should determine if they qualify for leave under the Family Medical Leave Act (FMLA). (See Policy 3.3f for more information.)

Employees approved for maternity leave and requesting FMLA, will need to complete the Leave Without Pay Insurance Options Form, FA-0867, (if applicable) and submit it to the Bureau Office with the aforementioned paperwork.

NECESSARY FORM

[Leave Without Pay Insurance Options, FA-0867 \(if applicable\)](#)

REFERENCE DOCUMENTS

1. Department of Personnel, Family and Medical Leave Act Policy 1120-6-.22
2. Department of Personnel, Attendance and Leave Manual
3. T.C.A. 4-21-408 (1988 Supplement)
4. T.C.A. 8-50-806 (1993 Supplement)

OFFICE OF PRIMARY RESPONSIBILITY

Personnel Section, Bureau of Health Services, (615)741-7305

*Eligible male employees will be granted Family Medical Leave for reasons as specified under the Family Medical Leave Act of 1993. See Policy 3.3.f for more information.