

**Subject: Maternity/Paternity Leave**  
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## **POLICY**

Maternity/Paternity Leave is defined as leave granted to regular, full-time employee who is an expectant mother or father including adoption and fostering of a newborn infant.

### Conditions follow:

1. The employee shall notify the respective supervisor and HR in regard to the condition and the expected date of delivery.
2. The employee shall be permitted to perform normal work duties to the extent there is no endangerment to themselves or the unborn child. For the welfare of both the employee/child and the employer, Human Resources may require a physician's statement in regard to the continuance of job duties or light duties.
3. An eligible employee is authorized, two weeks (2) paid leave, which must be taken either within two (2) weeks prior to or after delivery. Any additional necessary leave may be charged to sick leave, annual leave, compensatory time, leave without pay (not to exceed one (1) month with the Tribal Chair, supervisor, and HR approval), and the Family Medical Leave Act.
4. In order to return to work, the employee must inform the respective supervisor five (5) working days prior to returning to work and furnish a physician's release to HR on the start of the first working day.
5. The employee will return to the former position with no loss of seniority or benefits while on maternity/paternity leave.