

WALLA WALLA COMMUNITY COLLEGE PREGNANCY DISABILITY AND PARENTAL LEAVE ADMINISTRATIVE PROCEDURE 5860

Congratulations on your pregnancy! Having a baby is an exciting and often anxious time for parents. As your employer, Walla Walla Community College wants to be as supportive as we can during your pregnancy and after the birth of your child. Below you will find the answers to the most commonly asked questions.

PREGNANT EMPLOYEE RIGHTS

You have the right to the following accommodations:

1. Providing frequent, longer, or flexible restroom breaks;
2. Modifying a no food or drink policy;
3. Providing seating or allowing the employee to sit more frequently; and
4. Limiting lifting to 17 pounds or less.

In addition, you may have rights to other workplace accommodation(s), as long as there is no significant difficulty or expense to the college. These are:

5. Job restructuring, including modifying a work schedule, job reassignment, changing a work station, or providing equipment;
6. Providing a temporary transfer to a less strenuous or hazardous position;
7. Scheduling flexibility for prenatal visits;
8. Providing any further accommodations the employee may need.

Your supervisor may not ask for written certification from a healthcare professional for the accommodations in 1–4 above. The HR Office may request written certification from a health care professional regarding the need for the accommodations in 5–8 above, or for restrictions on lifting less than 17 pounds.

USE OF SICK LEAVE

Under the law, pregnancy is considered a temporary disability, as are related medical conditions such as severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, and any other related medical condition. You are able to use your sick leave for absences for these reasons, as well as any preventative health care your pregnancy requires (doctor visits, ultrasounds, other medical tests).

TIME OFF WORK AFTER THE BABY IS BORN

While it is medically necessary for you to be absent from work to recover from giving birth, you are able to use sick leave. You will be required to provide the College with a note from your physician indicating the length of your post-delivery disability. Please provide this note to Kerri Polson the Payroll department. After this period of recovery, any additional time you take off work is considered Parental Leave. While you cannot use sick leave for Parental Leave, you are able to use your accumulated vacation leave if you are otherwise eligible to do so. You are legally entitled up to 12 weeks of Parental Leave if you have worked for the College at least 12 months and for at least 1250 hours (and have not otherwise exhausted your FML entitlement). Parental Leave will not exceed six (6) months. Parental Leave must be taken during the first year following the birth of the child. You

must submit a written request for Parental Leave at least thirty (30) days prior to the leave beginning. Employees may be required to exhaust all paid leave prior to taking unpaid Parental Leave.

If you don't have enough sick leave or vacation leave to cover your absence, you can use your personal holiday, personal leave day or substitute unpaid leave. Under certain circumstances of leave without pay, you may be required to pay your health insurance premiums.

In addition to discussing your plans with your supervisor, you must contact the Payroll & Benefits Department as soon as possible to discuss your planned use of leave and discuss how timesheets should be submitted during your absence.

BACK AT WORK

When you get back to work and are wondering where you can breastfeed and/or express breast milk, please contact Sherry Nally in Business Services, ext. 4201.

Policy Contact: <u>VP of Human Resources</u>
Approved by (Department/Body): <u>President</u>
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