ARTICLE 22 Maternity Leave for Librarians

Add the following to Article 22:

FF. Maternity Leave. Librarians are entitled to maternity leave in accordance with the FMLA and university Policy. All time spent on leave under this provision will run concurrently with FMLA and/or university leave per university policy. The University will establish a sick leave donation bank for use by librarians who have given birth subject to the terms below. A librarian who has given birth also may elect to use scheduled time off (STO) during an approved leave of absence for the birth subject to the terms below.

1. Request for Leave
   a. A librarian who wishes to use leave from the sick leave donation bank, if available, must submit a written request to do so to the Library Director for Finance and Administration and Absence Management at the time of the leave approval and in no case less than 60 days prior to the anticipated start of the approved leave.
   b. A librarian who wishes to use STO for maternity leave must notify the Library Director for Finance and Administration and Absence Management at the time of the leave approval and in no case less than 60 days prior to the anticipated start of the approved leave.

2. Sick Leave Donation Bank
   a. Only librarians are permitted to donate to the bank or receive leave from the bank. The bank may be used for maternity leave only.
   b. Librarians may donate up to 35 hours of sick leave per fiscal year. Donations may only be made during the month of July each year. All donations must be made in 7 hour increments.
   c. All donations to the bank are irrevocable.
   d. Librarians may use up to 4 weeks (140 hours) of leave from the bank when they give birth to a child, up to the amount of hours available from the bank. Any leave from the sick leave donation bank may be used only after the employee has exhausted all of their own sick leave for which they are eligible. In no case shall the amount of sick time used, including leave from the sick leave donation bank, exceed the amount permitted under University sick leave policy.
   e. Leave from the bank may only be used in a continuous block following the birth of a child and cannot be used intermittently.
   f. The librarian will use leave in the following order: all sick leave for which the employee is eligible in accordance with the Sick Leave policy, donated leave from the sick leave donation bank, STO (if elected), any other paid leave the employee has available.
   g. Requests for sick time from the sick leave donation bank will be approved based on the hours available at the start of the leave. Requests will be granted in first come, first used order.

3. Use of STO for Maternity Leave
   a. The librarian may choose the amount of sick time she would like applied to the beginning of the leave, unless the employee is approved to use sick leave from the
sick leave donation bank in accordance with paragraph 2. In no case shall the amount of sick time used exceed the amount permitted under University sick leave policy. STO time will be applied after sick time. Any additional leave time will be administered in accordance with university policy.

b. The commencement of the 12-month period during which the leave and STO are taken shall be in the discretion of the library administration, taking into account the librarian’s preference and operational needs. Other librarian schedules may be adjusted to ensure full library operations during this period.

c. Librarians whose regular annual schedule does not include 4 weeks of scheduled time off (STO) and who have been approved for a maternity leave may elect to change their annual schedule to include 4 weeks of STO to be used in conjunction with their maternity leave during the 12 month period in which the leave occurs.

(1) The librarian’s salary will be reduced by 9.6% during the 12 month period in which the leave occurs. At the end of the 12-month period, the librarian’s salary will be returned to the amount of salary earned prior to the leave plus any scheduled increases.

d. Librarians whose regular annual schedule does include 4 weeks of scheduled time off (STO) and who has been approved for a Maternity Leave may elect to schedule her STO during the approved leave of absence.

(1) The librarian will receive no further reduction in pay during this period.