

**OTTUMWA PUBLIC LIBRARY  
POLICY AND PROCEDURE**

Name of Policy: **MATERNITY LEAVE**

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Purpose: To provide needed time off for the birth/adoption of a child.

Policy:

- a. Leave must be taken consecutively within the first twelve months following the birth/adoption of a child.
- b. A total of 8 weeks of leave may be used. Accumulated sick leave may be used during this time period and, if necessary, vacation and personal leave may also be used to receive compensation for time off.
- c. If complications occur prior to or after delivery, the employee's total absence may be extended to 12 weeks.
- d. Additional leave may be granted with approval from the Ottumwa Public Library Board of Trustees.

Date revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees