



Lehigh University Human Resources Policy

Policy Number:	122
Effective Date:	5/1/1999
Revisions:	
Applicability:	All Faculty and Staff

SHORT TERM DISABILITY PLAN FOR MATERNITY LEAVE POLICY

Purpose:

Policy on short term disability benefits for staff who are out on maternity leave

Policy:

It is the policy of the University to treat absences related to pregnancy, childbirth, and post-partum care in the same manner as any other illness or injury. During the time that an employee is unable to carry out the essential functions of her job, as determined by a physician, the employee is covered under the terms and conditions of the *Short Term Disability Plan* as described in detail in the policy.

The *Short Term Disability Plan* is activated when the employee's physician provides written documentation that the employee is not able to work. It ends when the physician certifies the employee can return to work.

In addition to the benefits provided during the period of disability, employees covered by the *Family and Medical Leave Act* can elect to extend their time away from work for a total combined leave of twelve weeks. Terms and conditions of the University's policies related to the *Family and Medical Leave Act* are specified in the policy.

This leave is available whether or not the employee plans to return to work following the disability period. Employees are encouraged to inform their supervisor of a pregnancy as soon after its confirmation as possible. This allows supervisors the maximum amount of time to plan and schedule department or office work during the leave.

Generally, staff members returning from an approved leave of twelve weeks or less will be restored to the same or an equivalent position. However, in certain circumstances, it may not be possible to restore the staff member to the same position or an equivalent position if, during the period of the leave, the position was eliminated as a result of the conclusion of a research project or departmental reduction in force.

In addition to the twelve-week period governed by the *Family and Medical Leave Act*, staff members may request an additional three month leave of absence without pay or benefits. The unpaid leave of absence may be granted at the supervisor's discretion as described in *Leave of Absence* policy. Approval of an unpaid leave of absence following a *Family and Medical Leave* is not guaranteed.

Keywords: STD, Maternity Leave, FML