

University of Arkansas System Division of Agriculture Maternity Leave Policy

Maternity leave for mothers will be treated as any other leave for sickness or disability, except that an employee who is not able to work because of pregnancy may elect to take leave of absence without pay without exhausting accumulated sick leave and annual leave. Upon return from maternity leave, the employee will be given the same or comparable position to the one she occupied prior to the leave.

If the employee is eligible for F.M.L.A., the maternity leave will be counted as F.M.L.A leave.

The employee is expected to give her supervisor at least two weeks written notice by completing the Application for Maternity Leave Form. The Payroll Department will return the form to the employee indicating the amount of leave available and how it will be applied.

If the employee plans to be out more than five (5) consecutive days for maternity leave, the employee must furnish the Human Resources Office with a certification from the attending physician. The employee should also give the supervisor two weeks' notice before returning to work.

Required Forms:

- Application for Maternity Leave Form
- Request for Consideration Form

Please reference the [Catastrophic Leave Policy](#) (PMGS 20-02) for additional information regarding Parental Leave Requirements.

For more information, [contact Human Resources](#).