

1	<u>NMC Parameters</u>	1442.00
	Staff Policy	

1442.00 CHILD CARE LEAVE PROCEDURES

Requests for the child care leave shall be made in writing to the appropriate supervisor at least 90 calendar days prior to the expected birth or placement of an adoptive child, except under extenuating circumstances. Requests are to be approved by the appropriate executive officer and the president.

Notice of the date of return shall be given in writing to the supervisor at least 30 calendar days in advance of return.

AUTHORIZATION OF ADMINISTRATIVE PROCEDURE

Signature: _____
Bill Hendry, Director of Human Resources

Date authorized: _____ Effective Date: _____