

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 231**

**SUBJECT: MATERNITY LEAVE POLICY**

**I. OBJECTIVE:**

To provide maternity leave benefits to eligible female employees, due to the birth of an employee's child or the placement within an employee's home of an adopted or foster child. The purpose of maternity leave is to enable the employee to care for and bond with newborn or a newly adopted/placed child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) and the Illinois Pregnancy Leave Act, although as of January 1, 2022, Egyptian Electric Cooperative is not subject to mandatory FMLA participation.

This policy applies to births, adoptions, or fostering that occur after January 1, 2022.

**II. SCOPE:**

To be eligible for maternity leave benefits, an employee must be a full-time employee with the Cooperative for at least 12 months prior and worked/works at least 1,250 hours per year (or previous year). The scope of an eligible employee shall be entitled to a total of 12 work weeks of leave during any 12-month period for one or more of the following:

- A) Due to the birth of a child of the employee and, in order to care for such child, provided the leave starts the first 12 weeks after the birth.
- B) Due to the placement of a child with the employee for adoption or foster care, provided the leave starts within 12 months of the date of placement (in either case the child must be age 17 or younger).

**III. USE OF BENEFITS**

- A) Employee will be required to use all accrued paid time off (PTO or sick days) for the birth or placement of a child for adoption or foster care before any time off without pay is implemented.
- B) Employee may also be eligible to receive benefits such as short-term disability, long-term disability, or workers' compensation, in accordance with state law and the terms of each benefit plan.
- C) Employee requesting leave under this policy must give at least 60 days written notice before the date the leave is to begin. In cases of emergency, the employee must provide notice as early as practicable.
- D) An employee on leave under this policy shall continue to be covered under their group health insurance as though they were not on leave, and premium costs continued to be paid by the Cooperative.
- E) The employee will continue to accrue time-off benefits leave during the maternity leave period.

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- F) If an employee fails to return from unpaid leave, the employee must reimburse the Cooperative for the portion of the health insurance premiums paid by the Cooperative during the period of unpaid leave, unless the failure to return is due to the continuation, recurrence or onset of a serious health condition that entitles the employee to leave, other circumstances beyond the control of the employee, or at the General Manager's discretion.
- G) The employee must provide certification from a health care provider of the medical reason for failing to return.
- H) An employee on unpaid leave will not be paid for holidays that occur during the leave period, or when the holiday falls before and after unpaid leave days.

**IV. IBEW CONTRACT**

All union employees are required to comply with any additional requirements as stated in any bargaining unit agreement with IBEW 702 or by amendments or side agreements as they are agreed upon.

**V. RESPONSIBILITY**

It shall be the responsibility of the General Manager to administer this policy.

Adopted: 01/25/2022

Attested: Kevin Liefer, Secretary