



## Maternity and Extended Sick Leave Policies

9/20/2016

The policies described below are guidelines for programs that would like some form of change or extension to the every other year rating timeframe because of a staff maternity or extended sick leave. If a program wants to have their rating performed during staff maternity or extended sick leave, they may do so using the substitute staff member's Registry information.

If a staff member goes on leave mid-way through their two-year rating cycle (during the time that the program is not required to be rated by a YoungStar Technical Consultant or Formal Rater) and the leave is for 12 weeks or fewer, the program does not have to change their Registry Program Profile. If the leave extends beyond 12 weeks, the program profile must be updated to add the substitute staff member's Registry information.

### Group/School-Age

Director/Site Supervisor: If a center wants to have a Technical or Formal rating completed and their Director/Site Supervisor will be out on leave (maternity, extended sick leave, FMLA, etc.) during the window of time normally used for rating, the center should try to have their rating completed before or after the Director/Site Supervisor is out. If this is not possible, the center will be given the rating based upon the substitute Director/Site Supervisor's qualifications. The center must have this person on their Registry profile.

Exception: If the rating cannot be performed before the Director/Site Supervisor goes on leave that lasts 20 weeks or fewer AND it is the first time a program will be rated, the program's rating can remain in a pending status until the Director/Site Supervisor returns from leave and a rating can be established. If the leave extends beyond 20 weeks, the program will need to enter the acting director's education into their Registry Program Profile and the program will be rated on the acting director's education. This option should only be used on RARE occasions.

Lead Teacher/Group Leader: If a center wants to have any type of rating completed and one of their Lead Teachers/Group Leaders will be out on leave (maternity, extended sick leave, FMLA, etc.) during the window of time normally used for observation, the center should try to have their rating completed before or after the teacher is out. If this is not possible, the center will be given the rating based upon the substitute teacher's qualifications. The center must have this person on their Registry profile. We cannot make an exception to allow the center to put off its rating outside the YoungStar time frames because some centers always have someone on leave.

It is allowable for the Director/Site Supervisor to fill in for the Lead Teacher/Group Leader during the maternity or extended leave so long as the leave does not extend beyond 12 weeks. The program does not need to change their Registry Program Profile to list the Director/Site Supervisor as the Lead Teacher/Group Leader in this case. If the leave extends beyond 12 weeks, the Lead Teacher/Group Leader who is on leave must be removed from the Program Profile. If a Formal Rating with Observation is performed during the time the Director/Site Supervisor is substituting for the Lead Teacher/Group Leader who is on maternity or extended leave, and the classroom in question is randomly selected as a classroom to observe for the rating, the classroom will be observed with the Director/Site Supervisor acting in the substitute role as the lead teacher.

## **Family**

### **Maternity leave**

If a family provider is on maternity leave (lasting 12 weeks or fewer) during the time that they would receive a rating and their program will stay open with a substitute provider while the provider is on maternity leave, the provider should make arrangements to have the rating performed before going on maternity leave. No technical consultation should occur while the family provider is on maternity leave. Technical consultation may resume when the provider returns from maternity leave.

The total window of time that technical consultation will be provided is 20 weeks. It is up to the discretion of the Technical Consultant to work with the provider to decide if this time is to be divided (some before maternity leave and some after maternity leave) or not. At the conclusion of the technical consultation, if the provider would like a Formal Rating with Observation, this will be completed within 8 weeks.

If the rating cannot be performed before the provider goes on maternity leave and it is the first time a provider will be rated, the provider's rating can remain in a pending status until the provider returns from maternity leave and a rating can be established.

### **Other leave**

If a family provider is on leave other than maternity leave (extended sick leave, FMLA, etc.) during the time that they would receive a rating and their program will stay open with a substitute provider while the provider is on leave, the provider should make arrangements to have the rating performed before going on leave. No technical consultation should occur while the family provider is on leave. Technical consultation may resume when the provider returns from leave.

Exception: If the rating cannot be performed before the provider goes on leave that lasts 20 weeks or fewer AND it is the first time a provider will be rated, the provider's rating can remain in a pending status until the provider returns from leave and a rating can be established. If the leave extends beyond 20 weeks, the provider will need to enter the substitute provider's education into their Registry Program Profile and the program will be rated on the substitute provider's education. This option should only be used on RARE occasions.