



POLICIES AND PROCEDURES
MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 508.1

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DATE July 24, 1995

TITLE PREGNANCY/PARENTAL LEAVE


DIRECTOR APPROVAL
[Signature]

PURPOSE

1.0 To ensure the safety and well-being of the employee who is an expectant mother, the unborn child, co-workers, and the public.

APPLICABILITY

2.0 All DFRS personnel in the Fire Protection Occupational Series

2.1  This policy is written in cooperation with the International Association of Firefighters Local 1664.

POLICY

3.0 Full-time, permanent and probationary employees may request leave for pregnancy or childbirth under the terms and conditions applied to other temporary, non-duty related disabilities.

3.1 An employee may be granted up to 12 weeks leave within a 12 month period for the purpose of: caring for the birth of a child; adoption of a child; or the settlement of a child into foster care provided by the employee. This 12 week period will begin with the first use of leave for family care purposes.

3.2 An employee must not be forced to go on light duty or leave at an arbitrary point during a pregnancy. If a supervisor believes the employee is incapable of performing the duties of her position, a fitness for duty evaluation by OMS may be requested. When the employee's pregnancy presents a safety issue to herself, co-workers or the public, she may request a light duty assignment or take leave. Light duty will be approved in accordance with Policy and Procedure No. 527 entitled Non-Service Connected Light Duty.

3.3 The pregnant employee will continue to wear her official uniform until the uniform becomes uncomfortable. At that time the employee will be given guidelines for providing her own acceptable maternity clothing.



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- 3.4 Pregnant employees must take a copy of the medical evaluation of work status (MEWS) form to their licensed health care provider (LHCP) on their initial visit.

PROCEDURE

- 4.0 When the employee deems it appropriate, she should notify her supervisor after receiving confirmation of pregnancy (confirmation includes home tests). The supervisor will notify the Bureau Chief via the chain-of-command.
- 4.1 The pregnant employee will be issued a MEWS form. The form must be taken to the LHCP on the employee's initial visit. The employee must review the form with the LHCP and have it signed. The completed form must be returned to the employee's supervisor at the next work shift.
- 4.2 The Bureau Chief will verify that the employee has been informed of all of her options. Those options will include: continuing to work her duty assignment until her pregnancy interferes with her job performance or would have adverse consequences to the safety of herself, her co-workers or the public; taking leave or leave without pay or requesting a light duty assignment. If she is granted a light duty assignment she will still be eligible to participate in a physician supervised P. T. program.
- 4.3 The employee will notify her supervisor of her intent to request leave, including the type of leave, approximate dates, and anticipated length of absence. This notification should be made at least 30 days prior to the anticipated date the leave is to begin.

RESPONSIBILITY

- 5.0 Bureau Chiefs are responsible for:
- verifying that all options have been explained to the employee.
 - assigning the employee to a light duty assignment, as approved by the Director.



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- 5.1 Supervisors are responsible for:
- a. explaining all options to the employee.
 - b. informing the Bureau Chief via the chain-of-command of the employee's pregnancy or intent to use parental leave.
 - c. requesting a fitness for duty evaluation if he/she believes employee is incapable of performing the duties of her position.

- 5.2 Employees are responsible for:
- a. informing the supervisor of pregnancy (or intent to take parental leave)
 - b. providing their LHCP with a MEWS form during the initial visit.
 - c. becoming knowledgeable of options and informing the supervisor of the option selected;
 - d. informing the supervisor immediately if the employee's LHCP recommends a no duty status.
 - e. advising the supervisor of the intent to take leave.

ATTACHMENTS

6.0 Medical Evaluation of Work Status Form

CANCELLATION

7.0 Policy #508.1, Dated January 16, 1988 is cancelled.

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