

23 June 1953

*OPM 20-645-5*  
PERSONNEL DIRECTOR MEMORANDUM NO. 45-53

SUBJECT: Processing of Leave of Absence or Separation in Maternity Cases

1. The Annual and Sick Leave Act of 1951 authorizes the use of sick leave when an employee is incapacitated for the performance of duty by reason of pregnancy and confinement. The grant of such leave is an administrative matter for determination by the agency concerned. Agency policy with respect to maternity leave as now stated in Regulation [REDACTED] has been incorporated without change in Regulation [REDACTED] Leave, which will be published in the near future. Granting of sick leave to an employee resigning for maternity reasons will be included in Regulation [REDACTED] Separations, which is now in final draft stages. The following procedures will apply to these actions.

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2. Maternity Leave

a. Application for maternity leave will be made by memorandum signed by the employee and accompanied by a doctor's certificate. This request must state the employee's intention of returning to duty at the expiration of the leave period.

b. Applications for maternity leave will be submitted to the appropriate supervisor for approval when the requested period does not exceed six months. Approval of additional maternity leave may be granted by the Personnel Director or his designee upon receipt of written advice from the attending physician certifying to the necessity for the leave and the recommendation of the appropriate supervisor. (NOTE: Pending publication of Regulation [REDACTED] any request for maternity leave requires Personnel Office approval.)

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c. Standard Form 52, Request for Personnel Action, will be prepared reflecting the recommendation or the approval, as appropriate, of the employee's supervisor and forwarded to the Personnel Office with a copy of the employee's request and the doctor's certificate attached. One copy of Standard Form 52 in each approved case will be forwarded to the appropriate Payroll Branch. (NOTE: Pending publication of Regulation [REDACTED] only the memorandum request will be submitted to the Personnel Office except when SF-52 is required by the amount of LWOP involved.)

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d. Upon receipt of Standard Form 52, the appropriate Personnel Relations Branch will interview the employee and act on the request for leave, as appropriate. The employee shall execute Form 34-30, Final Payment Clearance Sheet.

*Counseling By PAD,  
on 37-57-*

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e. The Personnel Relations Branch will forward Standard Form 52, with attachments, to the appropriate Transactions and Records Branch for the preparation of Standard Form 50, Notification of Personnel Action. Standard Form 50 (or Standard Form 52 used in lieu thereof) will show under Item 21, Remarks, the following statement: "Maternity Leave six (6) months: including accrued sick and annual leave, balance by LWOP." (This notation may be modified as appropriate.)

3. Separation

a. When the employee does not intend to return to duty, she must resign. However, she may request approval of accrued sick leave to her credit under Item 23 of Standard Form 52 showing her reason for resignation. This request must be accompanied by a doctor's certificate.

b. The appropriate Personnel Relations Branch will conduct the exit interview and act on the request for sick leave. The employee will execute Form No. 34-30, Final Payment Clearance Sheet, on which the "reason for clearance" item will show that the employee is resigning for maternity reasons and indicate the effective date of separation as well as the last working day.

c. Standard Form 50 (or Standard Form 52 in lieu thereof) will show under Item 21, Remarks, the following statement: "Sick leave authorized for maternity reasons from \_\_\_\_\_ (last working day) to \_\_\_\_\_ (date of separation)." (If sick leave, supported by proper medical certificate, has not been requested, the effective date of separation will be the last working day. This statement is not required in such cases.)

4. Temporary Replacement of Employee on Maternity Leave

Proposed Regulation [redacted] provides for authorization of temporary identical positions to permit employment of replacements for employees on extended leaves. Instructions for processing these requests will be issued upon authentication of [redacted]

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GEORGE E. MELOON  
Personnel Director