

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "MATERNITY DUTY/LEAVE OF ABSENCE"		ORDER NUMBER: 28-10	
		PLEAC STANDARD: NONE		PAGE 1 OF 2	
ISSUE DATE: 3/15/2012	EFFECTIVE DATE: 3/15/2012	ANNUAL REVIEW DATE: MARCH	RESCINDS: COP 06-014	AMENDS: NONE	

1.0 POLICY/PURPOSE:

- 1.1 It shall be the policy of the Pittsburgh Bureau of Police to allow a member or employee who is pregnant to continue to work, with the permission of her physician, as long as the Chief of Police determines it is in the best interests of the Bureau of Police, and there is a suitable assignment available.
- 1.2 The purpose of this General Order is to provide guidance as to the procedures for requesting Maternity Duty and assignment guidelines while on Maternity Duty as well as guidance for requesting Maternity Leave.

See also General Order 28-9 General Leaves of Absence

2.0 NOTIFICATION REQUIREMENT/PROCEDURE FOR MATERNITY DUTY (from COP 06-014)

- 2.1 Any officer who has completed the first trimester, (week one through twelve), of her pregnancy is eligible for Maternity Duty.
- 2.2 Officers must submit a PBP Form 4.1 "Special Report," with a medical release from her physician confirming her pregnancy status and tentative due date to her Commander with a copy forwarded to her respective Assistant Chief.
- 2.3 Upon proper notification of her pregnancy status, the Commander will assign the officer to Maternity Duty. Officers assigned to Maternity Duty will wear civilian clothes consistent with GO 21-2 "*Appearance of Non-Uniformed Members.*"
- 2.4 Officers not wearing the official Pittsburgh Bureau of Police uniform due to Maternity Duty are ***not*** permitted to work secondary employment details.
- 2.5 Officers assigned to Maternity Duty will be assigned shift and pass days at the discretion of the Commander.
- 2.6 Officers assigned to Maternity Duty will perform alternative duties such as; assisting with answering phones, taking walk-in reports, addressing community concerns and any other alternative duties designated by the Commander.
- 2.7 Maternity Duty terminates when the officer's Maternity Leave begins.

3.0 MATERNITY LEAVE

- 3.1 An officer may request a leave of absence for maternity purposes, but any/all leave requests are governed under the provisions of Civil Service Commission procedures and/or the Family Medical Leave Act (FMLA).
- 3.2 A non-FMLA leave of absence may be granted, but the leave shall be without pay and not extend beyond six (6) months. Additional leave may be requested per the guidelines set forth in GO 28-9 "General Leaves of Absence."
- 3.3 The leave shall conform to current CIVIL SERVICE COMMISSION regulations. The URL link to the City of Pittsburgh's Policy on Employee "Leave of Absence" requests can be found at:



4.0 RETURN TO DUTY

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- 4.1 When an officer is ready to return to duty, she shall submit a letter from her physician certifying her as able to resume her full, unrestricted duties.
- 4.2 If a member does not return to work as scheduled, she will be considered as having resigned, unless other leave has been requested and approved.
- 4.3 A member planning to return to duty after a maternity leave shall have five (5) days prior to the end of the leave to contact Personnel and Finance to arrange for a Civil Service physical examination and full instructions on returning.

Approved By:

Nathan Harper
Chief of Police

Date