

FAQs for a Maternity Leave & Following the Birth of a Baby

For the Mother:

Does my maternity leave fall under FMLA?

- You must meet the conditions to be eligible for FMLA (Family Medical Leave Act)
 - Worked at the district 12 months
 - Work a minimum of 1,250 hours within a year
- The district is required by statute to grant FMLA leave
- FMLA protects your insurance and job up to 12 weeks
- Medical leave applies only to your own serious health condition, so for a regular delivery it will be six weeks, C-section will be eight weeks

What paperwork do I need to turn in for Medical Leave?

You must notify HR and your principal or director by the end of the fifth month of your pregnancy.

- A Time Off Request Form should be turned in if the leave is for more than 10 days and related to a medical condition, OR, if at the end of the leave you will be returning to work with restrictions. Indicate the start and end date and the reason for the leave is illness.
- A note from your doctor indicating that the leave is for medical reasons and the estimated time off needed. This would include start and end date.

What happens once the paperwork is turned into Human Resources?

- Your request for leave is reviewed by HR.
- You will receive a letter from HR within 5 days that indicates if your leave was approved
- If your leave qualifies for FMLA and goes beyond 12 weeks, that portion of your leave requires approval from the board.
- You will have a meeting with HR to go over your leave and how it may affect your pay, benefits, and seniority.
- Once your leave has begun, payroll will send you a statement with number of sick, personal, or vacation hours that you will use during your leave and how your pay check may be affected.

What if I do not have a set date for the start and end of my leave?

- Your paperwork should provide an estimated start and end date for your leave.
- Once the baby is born, notify HR and your building/program when you deliver.
- You will need to also provide a note from your physician indicating the length of your leave for medical reasons.
- If you wish to adjust the end date of your leave, you will need to submit a written request to HR within 3 weeks of the delivery. Your request will be reviewed by HR and your principal, director, or supervisor. We will notify you if we can accommodate the requested change.

*These guidelines are intended to provide general information.
Some employee groups may vary slightly— see your specific employee group contract book or policies.*

For the Father:

- You may use sick leave during the time that your child is hospitalized or sick.
- You may use up to 5 days of sick leave for illness of immediate family (your spouse.)
- Enter your absences into AESOP.
- If you need to add the baby to your insurance coverage, you have 30 days to make that change.
Please contact HR to make the change.