



Maternity Leave

- 1) Make an appointment with HR to discuss anticipated dates of maternity leave, childcare leave, health insurance, etc.
- 2) HR will give you paperwork to give to your doctor.
 - a. A letter explaining the process for medical office
 - a. A form indicating date disability will begin
 - b. A form indicating release of disability and able to return to work.
 - c. FMLA (Family Medical Leave Act) paperwork
- 3) HR will go over the contract regarding when a letter should be sent to Superintendent/Designee requesting childcare leave as well as a letter indicating return to work date. (60 days prior to childcare leave – 60 days prior to return to work date)
- 4) Explanation of health insurance deductions in relation to FMLA (Family Medical Leave Act) and childcare leave if an employee is carrying health insurance through the district.
- 5) Explanation of Sick Bank process (if necessary). Individuals would contact Jamie Rotella for application.
- 6) Once a doctor states you are no longer eligible to work the employee would start a maternity leave. This leave would be with pay using benefit days. FMLA would run concurrently from the start of the maternity leave.
- 7) Once a doctor releases an employee who is now able to return to work there are 2 options:
 - a. Request a childcare leave without pay and no benefits (as per contract).
 - b. Request a childcare leave filling out paperwork. FMLA begins for the first 12 weeks from the start of maternity leave. FMLA has been running concurrently with maternity leave so it won't be the full 12 weeks. Health Insurance benefits would continue until the end of FMLA. After FMLA, the employee would be responsible for the full cost of health insurance.
 - c. Sick days would not be appropriate benefit days to bond with a baby, therefore pay would stop when the doctor releases an employee from maternity leave. Sick days can only be used if caring for a sick family member or if the employee is sick.

Paternity Leave

- 1) Father can use FMLA to take a leave of up to three months within the first 12 months after the baby is born to bond with the baby.
 - a. Would need request FMLA paperwork from Jamie Rotella paperwork and submit it to Colleen Kaney for review.
 - b. Once FMLA is approved, an employee would use their benefit days (PTO, Vacation - not sick or personal) and pay would continue along with health insurance benefits. Once benefit days (as mentioned above) are exhausted, pay would stop but health insurance benefits would continue for the remainder of FMLA.
 - c. Health insurance benefits - HCSD pays their portion and Employee is responsible for their portion during FMLA.
 - d. Sick days would not be an appropriate benefit day to bond with a baby. Sick days can only be used if caring for a sick family member or if the employee is sick.