

Maternity Leave Process

1. Make an appointment with HR to discuss anticipated dates of maternity leave, childcare leave, health insurance.
2. You will be given paperwork to give to your doctor.
 - a. A letter explaining the process for office
 - b. A form indicating date disability will begin
 - c. A form indicating release of disability and able to return to work
3. Explanation of contract regarding when letter should be sent to Superintendent/Designee requesting childcare leave as well as letter indicating return to work date. (60 days prior to childcare leave - 60 days prior to return to work date)
 - a. If an individual takes an unpaid leave for medical or childcare, it would be covered under FMLA. During the first 3 months of the unpaid leave, s/he would only be responsible for his/her share of the medical coverage. HR would bill him/her for this amount or s/he could call and options could be discussed such as having the amount recalculated and added to his/her deductions upon his/her return to work. This can only be done if s/he is returning the same fiscal year as the leave. After the 3 months, s/he would be responsible for the full premium.
4. Explanation of health insurance deductions in relation to FMLA and childcare leave if employee is carrying health insurance through the district
5. Sick bank process (if necessary)
 - a. Individual would contact Mary Valtin, ext 7204 for an application and return to HR so it can be processed for approval.