



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
 - b) A form indicating date disability will begin
 - c) A form indicating release of disability and able to return to work.
- 3) HR will go over the 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)
- 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.
- 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 for FMLA for the first 12 weeks or up to 12 weeks. Benefit days (PTO, Vacation, Personal) would be used and health insurance benefits would also continue. Once benefit days (as mentioned above) are exhausted, pay would stop but health insurance benefits would continue for the remainder of FMLA.
 - c) 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.

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 to fill out FMLA paperwork and submit it to Colleen Kaney for review.
 - b. Once FMLA is approved, they would use their benefit days (PTO, Vacation, 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.
 - 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.